

NOTIFICATION OF ADJACENT PROPERTY OWNERS

When applying for a variance, it is required by Section 3.3 of the Land Development Code that written notice be mailed to all owners of property that share a boundary with or is located across a street, alley or public right-of-way from the property on which the variance is requested.

The names and addresses of adjacent property owners must be obtained from the applicable County Assessor's Office (Adams or Jefferson). When an adjacent property is owned by a subdivision or condominium association, notification shall be to the board of directors of such association and in addition, to the owners of all units immediately adjacent to the subject property. Written notice shall also be mailed to any Homeowners Association and other Neighborhood Association with a known interest in the subject area, or to others who have filed a timely request to receive written notice. The Community Development Director shall have the sole discretion to expand or decrease the notification area based on the scope of the request.

The applicant will be responsible for preparing the written notice, and for the expense of mailing the notice. All written notice shall be mailed at least twelve (12) days prior to the public hearing on the request.

Written notice (see attached sample letter) shall contain the following:

1. The time and place of public hearing;
2. A description of the property involved; for example a legal description, general vicinity map, street address, size, and/or nearest cross street;
3. A description of the nature, scope, and purpose of the requested variance;
4. An indication that interested parties may appear at the public hearing and speak on the matter or file written comments with the Community Development Department; and
5. An indication of where additional information can be obtained.