

OGDEN CITY PLANNING COMMISSION NOTIFICATION POLICY

It is the policy of the Ogden City Planning Commission to follow State statutes and general standards of due process in the notification of affected parties regarding Planning Commission items. The attached sheet identifies the notification procedure for Planning Commission actions. It is recognized that varying notifications are required based on the type of review being conducted.

1. Planning Commission Reliance on Residents
The Planning Commission sends notification to owners of record as indicated on the Weber County Recorders Plat. The Planning Commission relies on residents upon receiving a notice to spread the word to area residents to contact neighbors, contract buyers, etc.
2. Timing of Notice
All notices shall be mailed seven days prior to the Planning Commission meeting. Emergency notices are not allowed. On-site signs shall be placed on the subject property at least 12 days prior to the Planning Commission meeting at which time the item will be heard.
3. A copy of this notice policy will be placed on the back of Planning Commission agendas to inform those in attendance
4. The Planning Commission Notice Policy will be sent with notices
5. Notice Policy Format
 - a. A brief statement identifying the proposal, what is under consideration, and what conditions may be recommended to the Planning Commission.
 - b. A map of the area in question
 - c. A Staff contact person
 - d. A specially designed envelope on the outside stating, Planning Commission Public Notice will be used
 - e. A statement that a copy of the Staff Report is provided at the Non-fiction Desk at the Weber County Library
 - f. Time, date and location of the meeting
 - g. An invitation to attend the meeting
6. Mail Rate Class
First class mail will be used for all mailings under 200 mailings. Over 200 mailings will utilize bulk rate for in-state, and first class for out-of-state
7. Items to be Noticed
One week prior to the hearing of any Conditional Use Permit, Preliminary Plan for a Subdivision or PRUD, Rezoning Petition, or Annexation Petition, the Planning Staff mails notices to all property owners of record within 300' of the subject property. They are informed of the time and place of the meeting, the nature of the request, and a map is attached showing the property involved.

Adopted September 21, 1988
Amended: December 20, 1995

Carol Brockman, Chair

OGDEN CITY COMMUNITY DEVELOPMENT DEPARTMENT

NOTIFICATION PROCEDURE

1. Twelve days prior to the scheduled Planning Commission meeting, the deadline expires for submittal of agenda items from the public.
2. At least 12 days prior to the scheduled Planning Commission meeting, Staff shall place a sign near the frontage of the subject property which is clearly visible from the public street.
3. The Planning Staff begins to prepare notices by identifying Parcel ID Numbers of properties lying within 300' of the property in question on a Weber County Recorder's Plat.
4. A list of those Parcel ID Numbers is input into the Weber County Computer System at least nine days prior to the meeting, so address labels of the owners of record can be printed.
5. Location maps are copied, to be printed on the notification letters, and the letters are composed.
6. One week prior to the meeting, notices are mailed to owners of record, once it is determined all Staff reviews of the development have been completed. If revisions are not complete and the application cannot be placed on the agenda, notices are held until the week before the next regular meeting.
7. Staff recommendations are mailed to the Planning Commission the Friday prior to the Commission meeting. They are made available to the public at the Weber County Library on Saturday morning, or Monday morning at the Planning Office.
8. Those receiving notices may phone the Planning Staff or visit the Planning Office to register complaints or inquire into the application and Staff recommendation prior to the meeting. Or they may simply attend the Planning Commission meeting.