

I received a Public Notice from the Planning and Zoning Division. Now what do I do?

Why did I receive a notice?

Most discretionary permits (such as a Conditional Use Permit or Zone Change) require a public notice to be mailed to all property owners and tenants within 200 feet of the property. If you have received a notice it means that a project is proposed somewhere near where you live, work, or own property.

What information does the public notice provide?

A public notice will provide information on what the project is and where it is proposed to be located, how additional information can be obtained, and how to make your comments/concerns heard regarding the project. Many notices provide information for an upcoming public hearing, including the location, date and time of the hearing, and the contact information for the planning department. You can choose to speak in favor or against a specific project, provide general comments, or just watch the public hearing process.

Do I have to respond?

No, you are not required to respond, the public notice is just to inform nearby residents and property owners of a proposed project. If you would like to provide your input, it is strongly suggested that you attend the public hearing, provide a written response to the planner, or contact the planner working on the project to get additional information or to provide your input verbally.

Are my comments taken seriously?

Yes, your comments on a project are very important to staff. Quite often neighbors can provide information specific to an area or neighborhood that the Planning Department is unaware of, which could affect the review and decision of a project. All written comments provided to staff will become a permanent part of the project record.