

# Public Notice Requirements

The requirements for public notice are contained in Chapter 18.14 in the Unified Development Code.

## 1. Required Notice by Application Type

Public notice of pending administrative decisions, neighborhood meetings, or scheduled public meetings or public hearings shall be provided as set out in the following table.

Table 18.14.04.02 Notice Requirements by Application Type				
Application Type	Notice Type			
	Published <sup>2</sup>	Posted	Mailed	Internet
<b>1. Annexation, Zoning and Rezoning</b>				
Annexation <sup>1</sup>	✓	✓	✓	✓
Zoning and Rezoning	✓	✓	✓	✓
<b>2. Overlays</b>				
Enhanced Corridor Overlay Zone Designation	-	✓	✓	✓
<b>3. Development Plans, Permits, and Approvals</b>				
Certificate of Designation	✓	✓	✓	✓
Complete Neighborhood	-	✓	✓	✓
Conceptual Master Plan	-	✓	✓	✓
Oil and Gas (Administrative Permit)	-	✓	✓	✓
Oil and Gas (Planning Commission Permit)	-	✓	✓	✓
Sketch Site Development Plan	By Land Use Classification. See Subheading 9 of this Table			
Site Development Plan	By Land Use Classification. See Subheading 9 of this Table			
<b>4. Subdivisions, Plats, and Vacations</b>				
Final Plat <sup>3</sup>	-	✓	✓	✓
Sketch Plat <sup>3</sup>	-	✓	✓	✓
Vacation of Easement	-	-	✓	✓
Vacation of Obsolete Subdivision	✓	✓	✓	✓
Vacation of Right-of-Way or Access Easement by Ordinance	✓	✓	✓	✓

**Table 18.14.04.02  
Notice Requirements by Application Type**

Application Type	Notice Type			
	Published <sup>2</sup>	Posted	Mailed	Internet
<b>5. Planned Unit Developments</b>				
Sketch Plat with GDP	-	✓	✓	✓
Sketch Site Development Plan with GDP	-	✓	✓	✓
Zoning Document	✓	✓	✓	✓
<b>6. Variances, Appeals, Modifications, Exceptions and Conversions</b>				
Adequate Community Facilities (ACF) Exception	-	✓	✓	✓
Appeal of Director Decisions	-	-	✓	✓
Appeal of Planning Commission Decision	-	-	✓	✓
Height Exception	-	✓	✓	✓
Nonconforming Building or Structure, Conversion to Conforming Building or Structure (Public Hearing)	-	✓	✓	✓
Nonconforming Use, Conversion to Conforming Use (Public Hearing)	-	✓	✓	✓
Oil and Gas Overlay Zone Variance	-	✓	✓	✓
Oil and Gas Variance	-	✓	✓	✓
Variance	-	✓	✓	✓
<b>7. Vested Rights</b>				
Vested Rights (and Extension of Vested Rights)	✓	✓	✓	✓
<b>8. Amendments</b>				
Annexation Agreement Amendment	-	✓	✓	✓
Comprehensive Plan Amendment (major)	✓	✓	✓	✓
Conceptual Master Plan Amendment (major)	-	✓	✓	✓
Flexible Overlay Plan Amendment (major)	-	✓	✓	✓
Major Amendment	Same notice type as the original application			
UDC Amendment (major)	✓	-	-	✓
Zoning Document Amendment (major)	✓	✓	✓	✓
<b>9. Land Use Classifications</b>				
Adaptable Use <sup>4</sup>	-	✓	✓	✓
Conditional Use <sup>4</sup>	-	✓	✓	✓
<p><b>Table Notes:</b></p> <p><sup>1</sup> As required by applicable provisions of C.R.S § 31-12-101, <i>et seq.</i></p> <p><sup>2</sup> Publication required for public hearings only.</p> <p><sup>3</sup> See Section 18.14.03.11 Neighborhood Notice and Comment for Sketch Plats and Final Plats for exceptions to notice.</p> <p><sup>4</sup> Notice is not required for site development plans for adaptable or conditional uses if they conform to an approved sketch site development plan.</p>				

## 2. Contents of Public Notice

This table sets out the required notice information for each application type.

<b>Table 18.14.04.03 Information Requirements by Application Type</b>				
<b>Required Information</b>	<b>Notice Type</b>			
	<b>Published</b>	<b>Posted</b>	<b>Mailed</b>	<b>Internet</b>
<b>Application Information</b>				
The application type(s) for which notice is provided	✓	✓	✓	✓
Case number	✓	✓	✓	✓
Project name	✓	✓	✓	✓
Vicinity map identifying the site with respect to major cross-streets and community landmarks	-	-	✓	✓
Address of the subject property	✓	-	✓	✓
Legal description of subject property, or if lengthy, a statement that the legal description of the subject property is on file with current planning division	✓	-	✓	✓
Applicant name	✓	-	✓	✓
<b>Project Description</b>				
Existing zoning and proposed zoning, if the application is for zoning or rezoning	✓	-	✓	✓
Summary of proposed development, including subject matter of application	✓	-	✓	✓
<b>Contact Information</b>				
Primary contact (applicant or applicant's representative) (name, company name, phone number, email address)	-	-	✓	✓
Secondary contact <sup>1</sup>	-	✓	✓	✓
URL where additional project information is provided	-	✓	✓	✓
<b>Additional Contents for Public Hearing Notices and Neighborhood Meetings</b>				
Time, date, and location of public hearing or neighborhood meeting	✓	✓	✓	✓
A statement that interested parties may appear and speak on the matter at the neighborhood meeting and public hearing and/or file written comments with the current planning division, and that the right to appeal a Director or Planning Commission decision may be limited by <a href="#">Division 18.14.05, Appeals</a> , Loveland Unified Development Code	-	-	✓	✓
<b>Additional Contents for Administrative Decision Notices</b>				
Deadline for public comments for a sketch or final plat	N/A	✓	✓	✓
Deadline for appeal of an adaptable use	N/A	-	✓	✓
Earliest date for administrative decision on application	N/A	-	✓	✓
A statement that the right to appeal an administrative decision may be limited by <a href="#">Division 18.14.05, Appeals</a> , Loveland Unified Development Code	N/A	-	✓	✓
<sup>1</sup> Posted notice must contain the current planning division phone number. Mailed notice must contain the reviewing planner's name, phone number, and email address.				

### 3. Notice Area by Application Type

This table sets out the required notice radius by application type. The notice may be modified based on the following:

#### A. Subject Property Adjacent to Lake, Golf Course, or Park.

- i. In general, if the subject property adjoins a lake, golf course, or park (including properties that are separated from the lake, golf course, or park by an undevelopable parcel of land up to 50 feet in width), the notice shall area shall be doubled in the direction of the lake, golf course, or park.
- ii. The Director may expand the required notice area to include up to all properties that adjoin the same lake, golf course, or park if the Director reasonably anticipates that the proposal may impact the use, enjoyment, or viewshed of the other properties beyond the distance specified in the following table.

B. Reduction in Notice Area for Infill Projects. The distances in Table 18.14.404, Notice Area, shall be reduced by 50 percent for applications related to infill projects (except for oil and gas permits and variances) that are less than five acres in area. For the purposes of this provision, a project is an “infill project” if it is adjacent, on at least eighty percent of its boundary, to properties within the existing City limits.

C. Expansion of Notice Area. The distances in Table 18.14.404, Notice Area, may be expanded up to twice the specified distance if the Director reasonably anticipates that due to unusual elements of the application, material interest or concern regarding the application from community members beyond the required distance is probable. The reduction in notification area as described in subsection 3.B, shall not apply when there is an expansion of the Notice Area pursuant to this provision.

Table 18.14.04.04 Notice Area <sup>1, 2</sup>	
Application Type	Notice Distance
<b>1. Annexations, Zoning and Rezoning</b>	
Annexation	500 ft.
Zoning and Rezoning	500 ft.
<b>2. Overlays</b>	
Enhanced Corridor Overlay Zone Designation	500 ft.
<b>3. Development Plans, Permits, and Approvals</b>	
Certificate of Designation	2,200 ft.
Complete Neighborhood	500 ft.
Conceptual Master Plan	500 ft.
Oil and Gas (Administrative Permit)	2,200 ft. <sup>3</sup>
Oil and Gas (Planning Commission Permit)	2,200 ft. <sup>3</sup>
Sketch Site Development Plan	By Land Use Classification. See Subheading 9 of this Table
Site Development Plan	By Land Use Classification. See Subheading 9 of this Table
<b>4. Subdivisions, Plats, and Vacations</b>	
Final Plat <sup>4</sup>	300 ft.

**Table 18.14.04.04  
Notice Area<sup>1, 2</sup>**

<b>Application Type</b>	<b>Notice Distance</b>
Sketch Plat	300 ft.
Vacation of Easement	Notice to parties having legal interest in easement
Vacation of Obsolete Subdivision	300 ft.
Vacation of Right-of-Way or Access Easement by Ordinance	Owners of property contiguous to the right-of-way or access easement to be vacated
<b>5. Planned Unit Developments</b>	
Sketch Plat with GDP	300 ft.
Sketch Site Development Plan with GDP	300 ft.
Zoning Document	500 ft.
<b>6. Variances, Appeals, Modifications, Exceptions, and Conversions</b>	
Adequate Community Facilities (ACF) Exception	300 ft.
Appeal of Director Decisions	Same distance as original decision
Appeal of Planning Commission Decision	Same distance as original decision
Height Exception	150 ft.
Nonconforming Building and Structure Public Hearing Conversion	150 ft.
Nonconforming Use Public Hearing Conversion	150 ft.
Oil and Gas Overlay Zone Variance	500 ft.
Oil and Gas Variance	2,200 ft.
Variance	150 ft.
<b>7. Vested Rights</b>	
Vested Rights (and Extension)	Notice to all owners of the property within the boundaries being requested for vested rights
<b>8. Amendments</b>	
Annexation Agreement Amendment	Notice to all owners of property within the annexation boundaries, plus 500 feet around affected property
Comprehensive Plan Amendment (Major)	300 ft.
Conceptual Master Plan Amendment (Major)	500 ft.
Flexible Overlay Plan Amendment (Major)	500 ft.
Major Amendment	Same distance as the original decision
Zoning Document Amendment (major)	Notice to all owners of property within the PUD, plus 500 ft around affected property
<b>9. Land Use Classifications</b>	
Adaptable Use <sup>5</sup>	300 ft.
Conditional Use <sup>5</sup>	500 ft.

**TABLE NOTES:**

<sup>1</sup> All properties that are wholly or partially within the stated distances in this Table, as measured from the perimeter of the subject property, shall be included in the notice area.

<sup>2</sup> Notification distances set out in this Table shall be calculated inclusive of public rights-of-way and public streets.

<sup>3</sup> Oil and gas permit notice area is measured from boundary of property on which surface use will occur under permit.

<sup>4</sup> Notice is not required if the final plat conforms to an approved sketch plat.

<sup>5</sup> Notice is not required for site development plans for adaptable or conditional uses if they conform to an approved sketch site development plan.

**Table 18.14.404  
Notice Area<sup>1, 2</sup>**

<b>Application Type</b>	<b>Notice Distance</b>
Site Development Plan	By Land Use Classification. See Subheading 9 of this Table
<b>4. Subdivisions, Plats, and Vacations</b>	
Final Plat <sup>4</sup>	300 ft.
Sketch Plat	300 ft.
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<sup>1</sup> All properties that are wholly or partially within the stated distances in this Table, as measured from the perimeter of the subject property, shall be included in the notice area.	
<sup>2</sup> Notification distances set out in this Table shall be calculated inclusive of public rights-of-way and public streets.	
<sup>3</sup> Oil and gas permit notice area is measured from boundary of property on which surface use will occur under permit.	
<sup>4</sup> Notice is not required if the final plat conforms to an approved sketch plat.	

<sup>9</sup>Notice is not required for site development plans for adaptable or conditional uses if they conform to an approved sketch site development plan.

- D. Mailed notice shall be mailed first-class, postage pre-paid (by the applicant, at the applicant's expense), to all property owners on the certified mailing list.
- E. Deadlines. Mailed notices shall be postmarked not later than:
  - i. 10 days before an administrative decision for which neighborhood notice and comment is required; or
  - ii. 15 days before a neighborhood meeting, public hearing, or appeal.
- F. Affidavit of Compliance. An affidavit of the applicant's compliance with the mailed notice requirements shall be provided to the Director prior to the decision or public hearing to which the notice relates. For mailed notices of public hearings, failure to provide the affidavit of compliance shall result in continuation of the public hearing.

#### **4. Posting Requirements**

- A. Posted notice shall be provided on signs provided by the applicant at the applicant's expense. It is the applicant's responsibility to post the sign(s) and ensure that they remain in place from the date of posting to the date of the decision or hearing to which they relate.
- B. Posted notice shall be provided with one sign per 600 feet of frontage or fraction thereof along each frontage of the subject property. Such notice shall comply with the sign specifications, materials, and template provided by Planning staff. Signs shall be located so that they are clearly visible from the adjoining street.
- C. Notices shall be posted not less than 15 days before the decision date (if the decision is administrative) or 15 days before the public hearing to which the notices relate.
- D. An affidavit of the applicant's compliance with the posted notice requirements shall be provided to the Director prior to the decision or public hearing to which the notice relates. For posted notices of public hearings, failure to provide the affidavit of compliance shall result in continuation of the public hearing.