


## 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 Records 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.
  - b. Items to be Noticed:
    - Conditional use permit
    - Preliminary subdivision or PRUD
    - Rezoning petition
    - Annexation petition
    - Community Plans
  - c. Notification Procedure:  
Planning staff mails notices (postcards) to all property owners of record within 300' of the subject property unless otherwise directed by the Commission. 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.
3. Notice Policy Format
  - a. A brief statement identifying the proposal
  - b. A map of the area in question
  - c. A Staff contact person with phone number/email
  - e. A statement that a copy of the Staff Report is available at the City website
  - f. Time, date and location of the meeting

Adopted            September 21, 1988  
Amended:        December 20, 1995  
Amended:        January 2, 2013

  
Cathy Blaisdell, Chair

## OGDEN CITY COMMUNITY DEVELOPMENT DEPARTMENT

### NOTIFICATION PROCEDURE

1. Thirteen 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 prepares labels of property owners of record for properties lying within 300' of the property in question on a Weber County Records' Plat as well as a map of the subject property.
4. One week prior to the meeting, notices are mailed to owners of record,
5. Staff recommendations are sent to the Planning Commission the Friday prior to the Commission meeting. They are made available to the public on the city website by Saturday morning, or at the Planning Office Monday morning
6. 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.