



CITY OF CORTEZ
 PUBLIC WORKS DEPARTMENT
 CITY SERVICE CENTER
 110 WEST PROGRESS CIRCLE
 CORTEZ, CO 81321

PUBLIC HEARING NOTIFICATION

INTRODUCTION:

Some applications processed by the City of Cortez are subject to public comment before they can be acted upon. The forum for public input is called a public hearing. Public hearings are required by the Land Use Code to be held by the Planning Commission and/or the City Council to consider requests for such things as initial zoning, rezoning and Land Use Code amendments, conditional use permits, special exceptions, subdivisions, and Planned Unit Developments (PUDs).

The discussion in this brochure concerning public notice is limited to the City of Cortez Planning Commission and City Council. Other bodies, including the Board of Adjustment, also conduct public hearings but only on an as-needed basis. Contact the following offices to learn more about notification requirements for these bodies.

Board of Adjustments:
 Zoning Official (565-7320)
 Liquor Licensing Authority:
 City Clerk (565-3402)

WHY NOTIFICATION IS REQUIRED:

Certain actions taken by the City must take the form of legislation adopted by the City Council, called ordinances. Cortez' Land Use Code requires that the general public be given the chance to comment before an ordinance is approved. To make the citizens aware that an ordinance is proposed for adoption, the City Land Use Code provides certain rules for public notice and specifies the time prior to the hearing that the notice must be made, as well as the form and content of the notice.

TYPES OF NOTICE REQUIRED:

Posting is required if the property owner of a parcel of land is requesting a zoning map amendment. The property that is the subject of the public hearing must be posted with a notice (see below) on signs that do not exceed 500' apart. These signs are to be placed along each street frontage so that they are legible to passersby. The signs must include the present and proposed zoning; the time, date, and place of the public hearing; and the name, address, and phone number of the Applicant and a map showing the land area proposed for rezoning. Below is an example of "Content of the Notice:"

CITY OF CORTEZ
 PUBLIC HEARING NOTICE
 ZONING MATTER

NOTICE IS HEREBY GIVEN THAT A PUBLIC HEARING WILL BE HELD BY (Insert Name of Board) AT (Insert Location of Hearing), CORTEZ, COLORADO, AT(Insert Time) P.M. ON THE (Day) OF (Month & Year) TO CONSIDER an application for (Insert Type of Application) CONCERNING THIS PROPERTY. ALL THOSE WISHING TO BE HEARD SHOULD BE PRESENT AT THE TIME AND PLACE STATED ABOVE. FOR MORE INFORMATION CALL THE CITY OF CORTEZ PUBLIC WORKS DEPARTMENT AT 565-7320.

_____(Date)_____

_____(Applicant)_____

PUBLICATION:

Publication of the notice for the public hearing in the City's legal paper is required once prior to the hearing date. The City's legal paper is the CORTEZ JOURNAL.

CONTENT OF PUBLISHED NOTICE: Notice to be published in the newspaper shall read:

PUBLIC NOTICE

TO WHOM IT MAY CONCERN:

The City of Cortez has received an application for (Insert Type of Application with Name of Proposal), which is located (Insert Location). According to the City's Land Use Code, all (Insert Type of Action) must go through public hearings prior to approval by the City.

A Public Hearing on this application will be held before the Cortez (Name of Board) at their regular (or special) meeting on (Date and Time) in the City Council Chambers at City Hall, 210 East Main.

The City urges anyone with an interest in this matter to attend the above meeting. For further information, or to review the plat of the proposed subdivision, please contact the Public Works Department at 565-7320.

WRITTEN NOTICE:

The City will mail the written notice of the public hearing to all owners of real property within 300' of the property on which the change is requested. The mailing list is supplied by the applicant and the City covers the cost of mailings. The information contained is identical to the published notice above and is signed by the official who oversees the application, usually the Zoning Administrator.

TIME REQUIREMENTS FOR NOTICE:

Notice (both posting and publication) is to be done at least 15 calendar days before a Planning and Zoning Commission hearing and/or the City Council hearing. The paper returns a copy of the notice as it was printed and the certification for the public notice to the City before the meeting.

Space is provided below which, upon request by an applicant, will be completed by City Staff. Any information supplied must be used as a guideline only. Such variables as changes of meeting dates, incomplete applications, and hearing continuations can alter any timetable that would be established.

The City of Cortez staff thanks you for your interest and extends an invitation to anyone desiring more information about zoning regulations or public works projects to please contact the Public Works Department at 565-7320.

The Planning and Zoning Commission currently meets the 1st Tuesday, while City Council meets the 2nd and 4th Tuesday of the month. Since public notices need to be put in the paper at least 15 days prior to the hearing date, a COMPLETE application must be received by the City approximately three (3) weeks prior to the hearing date.

Applicant's Name, Address, & Phone: _____

Type of Application: _____

Planning Commission:

Application Date: _____

Hearing Date: _____

Notice in Paper: _____

Notices Mailed: _____

Action Taken: _____

City Council:

Application Date: _____

Hearing Date: _____

Notice in Paper: _____

Notices Mailed: _____

Action Taken: _____

Hearing Time: 7:30 p.m.

Location of Hearing: City of Cortez, City Council Chambers
210 East Main
Cortez, CO 81321

COMMENTS: _____

DATE: _____