

Table 1: Application Posting/Mailing Notification Guide

Application Type	Reviewing/Approval Body	Posting of Property (Minimum Deadlines)	Mailing Notification
Administrative Relief – Zoning Ordinance	Community Development Director	No	Yes, adjoining lots 15 days prior to decision
Appeal – Zoning Ordinance, Admin Decision ³	Board of Adjustment	Yes, 15 days prior to meeting	Yes, 1,500’ radius 15 days prior to meeting
Conditional Use Permit ³	Planning Commission	Yes, 15 days prior to meeting	Yes, 1,500’ radius 15 days prior to meeting
General Plan, Major Amendment ^{1 4 5}	Planning Commission Town Council	Yes, 15 days prior to meeting	Yes, 2,000’ radius 15 days prior to meeting
General Plan, Minor Amendment ^{1 3}	Planning Commission Town Council	Yes, 15 days prior to meeting	Yes, 1,500’ radius 15 days prior to meeting
General Plan, Text Amendment * ^{1 4}	Planning Commission Town Council	Yes, 15 days prior to meeting	Yes, 1,500’ radius 15 days prior to meeting
Hillside, New Structures **	Hillside Committee	Yes, 7 days prior to meeting	Yes, 1,500’ radius 15 days prior to meeting
Hillside, Remove Designation**	Hillside Committee Town Council***	Yes, 7 days prior to meeting	Yes, 1,500’ radius 15 days prior to meeting
Lot Line Adjustment/Combo	Community Development Director/Town Engineer	No	No
Lot Split (< 2.5 Net Acres)	Planning Commission Town Council	No	No
Lot Split (> 2.5 Net Acres)	Community Development Director/Town Engineer	No	No
Plat, Final	Planning Commission Town Council	No	Yes, 1,500’ radius 15 days prior to meeting
Plat, Preliminary	Planning Commission Town Council	No	Yes, 1,500’ radius 15 days prior to meeting
Rezoning ^{1 4}	Planning Commission Town Council	Yes, 15 days prior to meeting	Yes, 1,500’ radius 15 days prior to meeting
Roadway/Easement Vacation	Town Council	Yes, 15 days prior to meeting 3 posting locations	Yes, adjoining lots 15 days prior to meeting
Special Use Permit, Major ^{1 2 3}	Planning Commission Town Council	Yes, 15 days prior to meeting	Yes, 1,500’ radius 15 days prior to meeting
Special Use Permit, Intermediate ^{1 2 3}	Planning Commission Town Council	Yes, 15 days prior to meeting	Yes, 1,500’ radius 15 days prior to meeting
Special Use Permit, Minor ³	Planning Commission	Yes, 15 days prior to meeting	Yes, 1,500’ radius 15 days prior to meeting
Special Use Permit, Managerial	Town Manager	No	Yes, adjoining lots 15 days prior to decision
Subdivision Sign	Town Council	No	Yes, properties within plat 15 days prior to meeting
Temporary Use Permit	Town Manager	No	If requested by Town
Variance ³	Board of Adjustment	Yes, 15 days prior to meeting	Yes, 1,500’ radius 15 days prior to meeting
Zoning Ordinance Text Change ⁴	Planning Commission Town Council	Yes, 15 days prior to meeting	Yes, 1,500’ radius 15 days prior to meeting

*For more information and verification on noticing for your specific application please check with the appropriate Town staff member. * If effects a specific site **Refer to Hillside Building Regulations, Article XXII of the Town Zoning Ordinance ***No Posting of Property or Mailing Notification ¹ Citizen Review Session/Meeting required, see Town Code §2-5-2 ² Statement of Direction required, see Town Zoning Ordinance Article XXI, Special Uses ³ Standard Newspaper Ad ⁴ Display Newspaper Ad ⁵ PV Independent Ad*