



Public Notice How To - Planning Applications

Overview

Your Planning Application has been scheduled for final decision or public hearing(s). Certain Planning Application types require public notice to inform the community and surrounding property owners that a Planning Application is under review. The City of Steamboat Springs is providing you with the following materials to complete this requirement:

- 1 original Surrounding Property Owner Notification
- City of Steamboat Springs envelopes for mailing
- List of all surrounding property owners within 300 feet (Excel file)
- Surrounding Property Owner Mailing Public Notice Affidavit

For Administrative Projects, the following additional materials are included:

- “Development Proposal Under Review” sign
- Property Posting Public Notice Affidavit

Instructions

Please complete the following tasks to avoid delays. Timely completion of each of the following actions is required to comply with Section 703 of the Community Development Code.

- Copy the Surrounding Property Owner Notification front and back (to include map).
- Mail a copy to each surrounding property owner by first class mail. It is the Applicant’s responsibility to mail a notice to each surrounding property owner.
- The mailing must be postmarked no later than 14 days prior to the public hearing or final decision date.
- Complete the Surrounding Property Owner Mailing Public Notice Affidavit no later than 8 days prior to the decision.
- Upload the notarized affidavit to portal.
- For Administrative Projects: Place the “Development Proposal Under Review” sign on the property no later than 10 days following submittal of your application. Please make sure the sign is visible from a public right-of-way.
- For Administrative Projects: Complete the Property Posting Public Notice Affidavit no later than 10 days following acceptance of a complete application.
- Upload the notarized affidavit to portal.
- Return the “Development Under Review” sign to the Department of Planning & Community Development within a week of a decision being made or public hearing(s).