



5400 West Civic Center Drive ~ Suite 1
Highland, UT 84003
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Community Development Department

NEIGHBORHOOD NOTIFICATION MEETING / PUBLIC PARTICIPATION PROCESS

The Public Participation Process is designed to promote community awareness and create a proactive process through an applicant-initiated neighborhood notification meeting. The neighborhood notification meeting gives citizens the opportunity to participate in important public processes. The applicant will arrange for the facilities and bear all costs associated with the meeting. The applicant will work with staff to schedule the neighborhood notification meeting date, location, and time that is convenient for citizens. City staff may or may not be in attendance of the meeting; a meeting summary report from the applicant is required for staff.

MEETING REQUIREMENTS

Pre-Application Review

Prior to application for any general plan amendment or rezoning request, a pre-application review with staff will be required. The purpose of the pre-application review is:

1. To familiarize staff with the request.
2. To determine application requirements and familiarize the applicant with the review process and procedures.
3. To identify land use and development policies which may affect the outcome of the request.
4. To permit a cursory technical review at a conceptual stage to identify conflicts in objectives and to identify potential solutions for those conflicts; and
5. To identify the requirements for citizen participation and familiarize the applicant with related issues.

Neighborhood Notification Meeting

After a pre-application review, the applicant will facilitate a neighborhood notification meeting. The neighborhood notification meeting is an opportunity for the applicant to meet with citizens and other interested parties to share details of the planning approval request and receive comments regarding the proposal. The neighborhood notification meeting shall be held as early in the review process as possible to give citizens ample opportunity to comment on the development, but late enough in the review process to ensure that the proposal will not significantly change between the neighborhood notification meeting and the start of the formal review process.

1. Neighborhood notification meetings shall be required for all general plan amendments and rezones. For all city-initiated applications, the usual Planning Commission public hearing shall serve as the neighborhood meeting. Neighborhood Notification meetings are not required for any other land use application or approval.

2. The neighborhood notification meeting shall be held a minimum of ten (10) calendar days prior to the Planning Commission public hearing. The Planning Administrator shall notify applicants when they may proceed with a neighborhood notification meeting.
3. Neighborhood notification meetings shall be scheduled between Monday and Thursday after 6:00 pm, and not during an evening on which a City Council or City Planning Commission meeting is scheduled. The applicant shall arrange for the facilities and bear all costs associated with the meeting, including all required notifications.
4. Neighborhood notification meetings shall be advertised as follows:
 - a. Mail Distribution - Notices must be mailed to all property owners within 750 feet of the subject property at least 15 days prior to the neighborhood notification meeting. Staff will review a copy of the notice letter prior to mailing. The applicant is responsible for the mailing of the notices and shall provide information to the Planning Administrator that the mailings have been completed.
 - b. On-site Posting – The applicant shall post at least one 4' X 4' sign upon the subject property at least 15 days prior to the neighborhood notification meeting. The applicant is responsible for site postings and shall provide a dated picture of said sign placed on the property to the Planning Administrator. The applicant must make a reasonable effort to maintain the visibility of the sign(s) during the notification period. See page 8 for sign requirements.
5. Within four business days of any neighborhood notification meeting, the applicant shall provide a report summarizing any questions, comments, issues, or concerns expressed at the meeting and a copy of the sign-in sheet from the meeting showing all who attended.
6. The applicant must publish neighborhood notification meeting proceedings to become part of the Planning Commission and City Council minutes which are posted on the city website.
7. The applicant shall disclose at the neighborhood notification meeting that the applicant does not represent the City and if residents have questions, they should contact the City.
8. After the neighborhood notification meeting, the application will be presented to the Planning Commission and City Council.

NEIGHBORHOOD NOTIFICATION MEETING DOCUMENTS

This packet contains several documents that are required to be submitted or processed. Some items are required at first submittal; some are required later in the process:

1. Instructions for property ownership map, list, and envelopes. Page 4 of this packet contain instructions for obtaining a list of all property owners within 750' of the subject property, creating a map of properties within 750' of the subject property, and labeling envelopes for notification by the applicant. Required deliverable: At first submittal a list of property owners within 750' and map showing properties within 750' are required to be submitted.

2. Mail distribution requirements & Affidavit of notification. The document on pages 4-5 includes instructions for mailing notice letters and affirms that the property owners list and map discussed above are accurate. Required deliverable: At first submittal this affidavit is required to be submitted.

3. Standard neighborhood notification meeting letter. Page 6 provides the template for the letter for the neighborhood notification meeting. This letter is required to be mailed by the applicant at least 15 days prior to the neighborhood notification meeting. Required deliverable: When the staff has determined that the applicant may hold a neighborhood notification meeting, a copy of the neighborhood notification meeting letter is required to be submitted to staff.

4. Affidavit of notification, neighborhood meeting letter. The document on page 7 affirms that the neighborhood notification meeting letter was mailed as required. - Required deliverable: This affidavit is required to be submitted with the copy of the neighborhood notification meeting letter

5. Site posting requirements. Page 8 includes instructions for posting notice signs on property. Required deliverable: Sign template and dated photograph of posted sign.

6. Affidavit of posting. The document on page 9 affirms that the sign has been posted as required. *Required deliverable:* This affidavit is required to be submitted once the sign has been posted.

7. Affidavit of sign removal. The document on page 10 affirms that the sign will be removed in a timely manner. *Required deliverable:* This affidavit is required to be submitted after the sign has been removed.



INSTRUCTIONS FOR PROPERTY OWNERSHIP LIST, ENVELOPES AND MAP

1. Obtain names and addresses of property owners within 750 feet of the property by using the Utah County Property Notification Map feature. Search online for 'Utah County Property Notification Map' or go to:
<http://maps.utahcounty.gov/PropertyNotification/PropertyNotification.htm>
2. Enter the street address of the property and the city. Click the Find Address button.
3. Enter a buffer distance of 750 feet and click anywhere on the map. This will create a red radius line around the property indicating properties within 750 feet.
4. Print the map that is generated showing the 750-foot radius. To print the screen, press the Print Screen key on the keyboard. It may be labeled [PrtScn]. Open a program such as Microsoft Word. Right click in the document and choose Paste to paste the copied map into the document (see example at the bottom of the page). Submit the map to staff when submitting the application.
5. Next, click the Download CSV File button (you may need to press the Ctrl button while clicking the CSV button). This will generate a list of surrounding property owners in an Excel spreadsheet. If this step does not work, a pop-up blocker may need to be disabled.
6. Submit the map and Excel spreadsheet showing surrounding property owners with the application.
7. Prepare and submit to staff a set of addressed, stamped envelopes with no return address for all property owners from the generated list.

Property Notification Map

Step 1: Set the buffer distance (in feet)
Step 2: Click the parcel on the map (the one you wish to buffer)

Buffer Distance (feet):

5400 W civic center drive Street (123 E 456 South)

Highland

Parcel	Mailing Address
110380087	UTAH COUNTY 100 E CENTER ST PROVO, UT 84606
110390154	HIGHLAND CITY 5400 W CIVIC CENTER DR HIGHLAND, UT 84003
110390159	HIGHLAND CITY 5400 W CIVIC CENTER DR STE 1 HIGHLAND, UT 84003
110390162	VIEL GLUCK LIMITED PARTNERSHIP (ET AL) 95 S RIVER BEND WAY STE A NORTH SALT LAKE, UT 84054
110390166	APPLE CREEK LLC 5532 W PARKWAY W HIGHLAND, UT 84003
417250001	HIGHLAND CITY 5400 W CIVIC CENTER DR HIGHLAND, UT 84003
417250002	HIGHLAND CITY 5400 W CIVIC CENTER DR HIGHLAND, UT 84003
417250003	HIGHLAND CITY 5400 W CIVIC CENTER DR HIGHLAND, UT 84003
417250004	HIGHLAND CITY 5400 W CIVIC CENTER DR HIGHLAND, UT 84003
417500045	COMMON AREA 100 E CENTER ST PROVO, UT 84606
417500045	COMMON AREA 100 E CENTER ST PROVO, UT 84606
417500045	COMMON AREA 100 E CENTER ST PROVO, UT 84606
418170007	SEEG OFFICE HIGHLAND LLC 471 W 4100 N LEHI, UT 84043
417500045	COMMON AREA 100 E CENTER ST PROVO, UT 84606



MAIL DISTRIBUTION REQUIREMENTS & AFFIDAVIT OF NOTIFICATION

The applicant is responsible for the notification letters to be mailed to property owners within 750 feet of the subject property. The letters are to be mailed at least 15 days prior to the neighborhood notification meeting.

Letters are on 8½"x11" paper and utilize the standard format as seen in this packet. Envelopes are to be standard letter size (#10 envelope) and self-sealing.

The applicant must provide notarized affidavit, copy of the letter, and the list of names and addresses with the map to Planning staff at least 15 days prior to the day of the meeting.

Date: _____ Project Name: _____

Address/Legal Description of Property:

I (we) _____, certify that I (we) am the authorized applicant to Highland City for the above application, and do hereby affirm the attached listing of names and addresses accurately reflects the ownership of property within 750 feet of the above property, according to the Utah County Assessor records on _____ / _____ / _____.
Month Day Year

Applicant/Representative Signature

Date

State of Utah

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public



STANDARD NEIGHBORHOOD NOTIFICATION MEETING LETTER

YOUR LETTERHEAD HERE

Date

Dear Property Owner:

The purpose of this letter is to inform you that a Neighborhood Notification Meeting is scheduled to review and solicit public input of the request for **(insert application description and property address/location)** by **(insert applicant's name)**. As an affected property owner within 750 feet, you are invited to attend this meeting to learn more about the request and make your opinions known. The Neighborhood Notification Meeting will be held:

Date:
Time:
Place:
Location:

The Highland City Planning Commission is tentatively scheduled to hear this case on **(insert meeting date and time)**. The Planning Commission will forward a recommendation to the City Council after reviewing this case and holding a public hearing. Specific meeting dates for the City Council have not yet been set. Additional notices regarding future public hearings may be found on the City's website (highlandut.gov/1111/Agenda-and-Minutes-Portal) and the Utah Public Notice Website (utah.gov/pmn/)

If you have any questions or need additional information, please contact either **(insert applicant's name and contact information)** or the Highland City Community Development Department at 801-772-4506 or planning@highlandut.gov.

Sincerely,
(Insert applicant's name)



AFFIDAVIT OF NOTIFICATION FOR NEIGHBORHOOD NOTIFICATION MEETING LETTER

Date: _____

Project Name: _____

Address/Legal Description of Property:

I confirm that notice as required for the project noted above has been completed in accordance with the Development Review Procedures in the Highland City Development Code, and a copy of the letter has also been submitted.

Applicant/Representative Signature

Date

State of Utah

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public



SIGN SPECIFICATIONS AND POSTING REQUIREMENTS

Sign Specifications:

1. Size shall be 4'x4'.
2. Signs shall be yellow, composed of durable material and attached to post(s) for proper support.
3. All information shall be evenly spaced and organized in a readable manner. The phrase "Highland City Notice of Public Hearing" shall be printed at the top of the sign in a letter size that is easily visible. The sign shall contain the project location and description of the request, time, date, and location of the scheduled meetings and contact for Highland City. (If the date and time of the Planning Commission and City Council hearings are unknown at the time of posting, adequate space shall be reserved on the sign to be updated when that information is known. Lettering for this text shall be easily visible.)

Site Posting Instructions:

1. Post site at least 15 days prior to date of neighborhood meeting. Maintain posting until final City Council meeting.
2. Sign(s) shall be placed on the subject property in the most visible location available for each public or private street frontage adjacent to the property (as verified by staff) and in such a manner that no landscaping or other obstruction would impair the visibility of the signs from the street. Additional signs are required for projects with multiple parcels or lots or frontages that exceed one block.
3. The applicant must remove the sign(s) one week after the final City Council hearing.
4. At least 10 days prior to the hearing, the applicant must submit to the Planning staff the following information:
 - a. Notarized Affidavit of posting.
 - b. Photo of signs posted on site and additional photos thereafter of any updates of date/times made to signs.
 - c. Notarized Affidavit of sign removal (after final City Council meeting).

NOTE: Multiple signs may be required depending on size and scope of the project.

Sign Template:

4'

Notice of Public Hearing
Highland City

The Applicant is requesting a rezone of this property [property address] for the purpose of [describe current and proposed zone and reasons for rezoning]

Neighborhood Meeting	Planning Commission	City Council
Date:	Date:	Date:
Time:	Time:	Time:
Location:	Location:	Location:

For Further Information Call

The Community Development Department (801) 772-4506

www.highlandut.gov

4'



AFFIDAVIT OF SIGN POSTING

Project Name: _____

Project Location: _____

Date Sign Posted: _____

In order to assist in providing adequate notice to interested parties, the applicant for any type of public hearing in the Highland City shall erect at least one sign per public or private street frontage giving notice of the date, time, and place of the scheduled hearings. These signs must be erected not less than 15 calendar days before the date of the first meeting. The signs shall also include the nature of the request as contained on the formal planning application. The size and format of the sign(s) shall meet requirements established by the Community Development Department. A photo of the sign(s) placement shall be submitted with this affidavit.

All signs shall be clearly legible and placed at a prominent location on the site – generally adjacent and perpendicular to the street. It shall be the responsibility of the applicant to erect and to maintain the sign(s) on the subject property and to maintain the hearing information on the sign until final disposition of the case.

I confirm that the site has been posted as required above for the case noted above. A picture of the site posting and photos of any subsequent changes/updates made to the sign have also been submitted.

Applicant/Representative Signature

Date

State of Utah

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public



AFFIDAVIT OF SIGN REMOVAL

Project Name: _____

Project Location: _____

Date Sign Removed: _____

It is the responsibility of the applicant to remove the signs within one week after the final disposition of the case. All public notice signs shall be removed from the site immediately following the final decision by City Council.

I confirm that, as required above, all signs have been removed from the property in the case noted above.

Applicant/Representative Signature

Date

State of Utah

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public