



NOTICE MATRIX FOR LAND USE DECISIONS AND APPEAL PROCESS

Utah League of Cities and Towns Effective May 12 2009
 1-800-852-8528 www.ulct.org

| Land Use Decision | Time | Notice Type |
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| Preparation, Adoption or Amendments of General Plan | A. Upon inception of the initial process to generally plan or the process for any comprehensive Plan amendment | A. For all municipalities: Notice mailed or emailed to: 1. "affected entities" For municipalities within a 1st or 2nd class county 1. LOCAL AOG 2. State Planning Coordinator (GOPB Office) 3. Automated Geographic Reference Center (AGRC) |
| | B. 10 days prior to first public hearing | B. Published in paper and posted in 3 public places or on website |
| | C. 24 hours notice of each public meeting | C. Posted in 3 public places or on website |
| Adoption or Amendments of Land Use Ordinance | A. 10 days prior to first public hearing: | A. Published in paper and posted in 3 public places or on website and Notice mailed or emailed to: "affected entities" and Posted in 3 public places or on website. |
| | B. 24 hours notice of each public meeting | B. Posted in 3 public places or on website. |
| Annexation Policy Plan | A. 14 days prior to first public meeting | A. Notice mailed or emailed to: "affected entities" |
| | B. 14 days prior to first public hearing | B. Notice mailed or emailed to: 1. "affected entities" 2. Published in paper 3. Posted in 3 public places or on website |
| | C. 30 days after adoption | C. Copy to County |
| Appeal of Permit Decision | | Notice must be given to applicant. Ten day minimum if local ordinance does not supercede. |
| Acquisition/Disposition of Public Property | 14 days prior to first public hearing | Notice mailed or emailed to "affected entities" and published in paper and posted in 3 public places or on website. |
| Conditional Use Permit | See Land Use Application | |
| Land Use Application | | Notify the applicant of the date, time, and place of each public hearing and public meeting and of any final action on a pending application. |
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| Land Use Decision | Time | Notice Type |
|--|---|--|
| Nonconforming Uses/Non Complying Structures | See Land Use Application | |
| Subdivision Plat Approval or Amendment | 10 calendar days prior to public meeting *10 lots or less are exempt from noticing if you choose to acknowledge the state subdivision exemptions. | Notice mailed or emailed to: 1. to the record owner of each parcel within specified parameters of that property; OR 2. posted, on the property to give notice to passers-by. |
| Vacating or amending a Subdivision Plat | 10 calendar days prior to public meeting . If public hearing is required due to exceptions then 10 calendar day notice is required. | Notice mailed to the record owner of each parcel within specified parameters of that property OR posted on the property proposed for subdivision |
| Vacating some or all of a public street, right of way or easement | 10 calendar days prior to public hearing. | Mailed to the record owner of each parcel that is accessed by the public street, right-of-way, or easement; mailed to each affected entity; Posted on or near the street, right-of-way, or easement in a manner that is calculated to alert the public; and Published in a newspaper of general circulation in the municipality in which the land subject to the petition is located. |
| Variances | See Land Use Application | |

Notes:

1. Each jurisdiction may require more than the minimum notice. Challenge to proper notice must be taken within 30 days of the meeting or action, otherwise notice is considered adequate and proper.

2. **10-9a-206. Third party notice.** (1) If a municipality requires notice to adjacent property owners, the municipality shall: (a) mail notice to the record owner of each parcel within parameters specified by municipal ordinance; or (b) post notice on the property with a sign of sufficient size, durability, print quality, and location that is reasonably calculated to give notice to passers-by. (2) If a municipality mails notice to third party property owners under Subsection (1), it shall mail equivalent notice to property owners within an adjacent jurisdiction.

