



NOTICE MATRIX FOR LAND USE DECISIONS AND APPEAL PROCESS

Utah League of Cities and Towns 2007
1-800-852-8528 www.ulct.org

Land Use Decision	Time	Notice Type
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.
	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.

Land Use Decision	Time	Notice Type
Nonconforming Uses/Non Complying Structures	See Land Use Application	
Subdivision Plat Approval or Amendment and for approval of a multiple-unit residential or commercial or industrial development.	3 days prior to public hearing *10 lots or less are exempt from noticing and hearing if you choose to acknowledge the state subdivision exemptions.	Notice mailed or emailed to: 1. "affected entities" IF multi-unit residential, commercial or industrial subdivision 2. (a) to the record owner of each parcel within specified parameters of that property; or (b) posted, on the property to give notice to passers-by.
Vacating or Changing a Subdivision Plat	All notices required for subdivision approval, plus, 4 consecutive weeks prior to public hearing.	Published in local newspaper once a week for 4 consecutive weeks; if no paper posted in 3 public places for 3 weeks.
Vacating or Altering a Road or Alley	All notices required for subdivision approval, plus, 4 consecutive weeks prior to public hearing.	Published in local newspaper once a week for 4 consecutive weeks; if no paper posted in 3 public places for 3 weeks.
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.

