

APPENDIX 4

PROPERTY POSTING PROCEDURE

- A. Posting notice on property for which an annexation, special use or rezoning application is pending shall be required. Such notice shall be posted by the applicant at least 15) days prior to a public hearing before the Planning Commission and/or Town Board. Preliminary Planned Development (PD) Plans and major PD amendments are included under this requirement.
- B. **Sign Format** - The required notice shall consist of at least one (1) sign facing the prominent adjacent right-of-way. Such sign(s) shall measure not less than three feet by four feet (3' x 4') and shall be erected on posts no less than four feet (4') above the ground level. Such sign shall read as follows:

NOTICE OF PUBLIC HEARING BEFORE THE

PLANNING COMMISSION (OR TOWN BOARD OF TRUSTEES)

Notice is hereby given that the property upon which this sign is posted shall be considered for (nature of request) pursuant to the Town of Wiggins Land Development Code. For further information contact the Town of Wiggins at _____. The public hearing is to be held on (date), in the Wiggins Town Hall at (time), or as soon thereafter as possible.

Name of Proposal: _____

Case Number: _____ Date of Posting: _____

- C. **Additional Requirements.** An affidavit verifying the date of the sign posting is required at least 10 days prior to the scheduled Planning Commission or Town Board hearing date. Such affidavit shall be submitted to the Town for the applicant's file as per the following form:

Town of Wiggins Planning Commission
Wiggins, Colorado

RE: PROPERTY NOTICE SIGN POSTING

Case No(s) _____

Property Name (if applicable): _____

Property Location: _____

Hearing Date: _____

(Before:) Planning Commission _____ Town Board _____

This letter is to certify that a sign giving notice of a public hearing was posted for the above case(s) on or before _____ per the requirements of the Town of Wiggins Land Development Code.

Signature of applicant/Representative:

Date: _____

(Please print or type)

Name: _____

Address: _____

D. Other Requirements.

1. Town of Wiggins staff will verify by on-site inspection that the required sign has been posted as certified by the applicant.
2. The posted sign shall be removed by the applicant within two (2) weeks following the final decision by the Town Board.

NOTIFICATION REQUIREMENTS

TYPE OF USE	POSTING RQMTS	PUBLICATION RQMTS	MAIL ADJOINING LANDOWNERS
SPECIAL REVIEW USE:			
Planning Commission	15 Days		
Board of Trustees		15 Days	15 Days
AMENDMENT TO ZONING ORDINANCES:			
Planning Commission	15 Days	15 Days	
Board of Trustees	10 Days	15 Days	15 Days - Special Districts
ANNEXATION:			
Board of Trustees	10 Days	1 week, 4 successive wks starting at least 30 days prior to hearing.	25 Days - Special Districts
APPEALS & VARIANCES:			
Board of Adjustments	15 Days	1 Week	15 Days

ALL REQUIREMENTS LISTED ABOVE ARE PRIOR TO MEETINGS OR HEARINGS OF THE GOVERNING BODIES