



NOTICE OF PUBLIC HEARING

15151 E. Alameda Parkway, Ste 2300 • Aurora, CO 80012 • 303-739-7250

Dear Abutting¹ Property Owner,

You are hereby invited to attend the public hearing and express any concerns you may have regarding the proposed development application case(s) listed below.

The Aurora Municipal Code **Section. 146-204(D)1** requires that a public hearing be held on the case(s) below and that all persons, firms, or corporations who/or which hold fee title to the property, and all abutting property owners be notified of this hearing.

People wishing to address the Planning Commission or City Council at a public hearing should review the Planning Commission or City Council Guidelines for citizen participation at the public hearings as appropriate. This information is also available the night of the public hearing outside the City Council Chambers.

All documents and materials pertaining to the case(s) below are available for your review in the Planning & Development Services Department between 8:00 AM and 5:00 PM, Monday through Friday, and are also available on the city of Aurora **Development Application Review Website**.

Public Hearing Information

Planning Commission Hearing at 6:00 p.m. on _____
(To be held in City Council Chambers on the 1st floor, 15151 E. Alameda Parkway)

City Council Hearing at 7:30 p.m. on _____
(To be held in City Council Chambers on the 1st floor, 15151 E. Alameda Parkway)

Administrative Vesting Hearing at 2:30 p.m. on _____
(To be held in the Planning & Development Services Department on the 2nd Floor, 15151 E. Alameda Parkway, Blue Spruce conference room)

Applicant Information

Name _____ Phone _____

Address _____ Email _____

Development Application Information

Case # _____ Case Name _____

Case # _____ Case Name _____

Case # _____ Case Name _____

Property Address _____

Planning Case Manager _____

Phone _____ Email _____

Verification of Notice Form

I certify that written public hearing notices to abutting owners for the above case(s) were sent on or before ____ (Date) per the instructions of the Aurora Planning & Development Services Department. Enclosed is a copy of the mailing list of the abutting property owners.


Applicant's Signature _____ Date _____

¹**Abutting** refers to two or more properties or zone lots sharing a common border or separated only by a public or private right-of-way or by public open space or body of water not more than 1,000 feet in width. In a case of property held in condominium ownership, abutting means all the individuals holding undivided ownership in the abutting property.

NOTICE OF PUBLIC HEARING INSTRUCTIONS

The first page of this form provides notice of the time, date, and place of the public hearing before the Planning Commission or City Council. The applicant is required to complete the information on the second page of this form and mail it to the owner of the property affected and all owners of abutting¹ property at least 10 calendar days prior to the public hearing.

The applicant shall obtain from the Post Office proof that the notice has been mailed. It is recommended the applicant use the Post Office's Certificate of Mailing service to provide evidence that the notice was sent. The Certificate of Mailing service requires the applicant to fill out the form pictured below in person at a Post Office location for the owner of the property affected and all abutting property owners receiving notice of the public hearing.

	UNITED STATES POSTAL SERVICE®	Certificate Of Mailing	To pay fee, affix stamps or meter postage here.
<small>This Certificate of Mailing provides evidence that mail has been presented to USPS® for mailing. This form may be used for domestic and international mail.</small>			
From:	<hr/> <hr/> <hr/> <hr/>		
To:	<hr/> <hr/> <hr/> <hr/>		Postmark Here
PS Form 3817 , April 2007 PSN 7530-02-000-9065			

Applicants shall provide copies of the above Certificate of Mailing (for the owner of the property affected and each abutting property owner notified) and one copy of the Verification of Notice Form (located at the bottom of the first page of this form) to the Planning Case Manager prior to the public hearing as well as any other required subsequent public hearings. Failure to submit the Verification of Notice Form prior to the public hearing will result in an automatic continuance of the application.

Should the case(s) for any reason be removed from the agenda for public hearing, it is the applicant's responsibility to re-mail all notices for the rescheduled hearing date. If the applicant is scheduled for another hearing before City Council, the notification procedure must be repeated. Please contact the Planning Case Manager for more information.

Note: This form is also available online: AuroraGov.org/CityHall/FormsAndApplications/Development/index.htm