



## PUBLIC NOTICING REQUIREMENTS

**Section 901—Purpose:**

As provided by § 10-9a-201 Utah Code Ann. (1953) as amended, the City is required to provide notice of all public hearings and public meetings to consider legislative or administrative matters. The notice requirements of the City for all public hearings and public meetings regarding land use matters are provided, herein

**Section 902—Required Notice of Public Hearings and Public Meetings to Consider General Plan or General Plan Amendment Applications:**

- I) **Public Hearings.** The Zoning Administrator for public hearings before the Commission, and the City Recorder for public hearings before the Council, shall provide notice of the public hearing to consider the Roy City General Plan or General Plan Amendment Applications, as follows:
  - a) Notice of date, time, and place of each public hearing, at least ten (10) calendar days before the public hearing, which notice shall be:
    - i) Published in a newspaper of general circulation in the area;
    - ii) Mailed to each “affected entity” identified herein as:
      - (1) Weber County Board of County Commissioners
      - (2) City of Ogden
      - (3) Special Service Districts
      - (4) Weber County School District
      - (5) Questar
      - (6) Utah Power
      - (7) Qwest
      - (8) Sanitary Sewer District
      - (9) Culinary and Secondary Water providers
    - iii) Posted in at least three (3) public locations within the City; or on the City’s official website; and
    - iv) Provide notice to the Applicant(s).
- 2) **Public Meetings.** The Zoning Administrator for a public meeting by the Commission, and the City Recorder for a public meeting by the Council, shall provide notice of the public meeting to consider the Roy City General Plan or General Plan Amendments Applications, as follows:
  - a) Notice of the date, time, and place of the public meeting, at least 24 hours before the meeting, which notice shall be:
    - i) Submitted to a newspaper of general circulation in the area;
    - ii) Posted in at least three (3) public locations within the City; or on the City’s official website; and
    - iii) Provide notice to the Applicant(s).

**Section 903—Required Notice of Public Hearings and Public Meetings on Adoption or Modification (Amendments) of Land Use Ordinances:**

- I) **Public Hearings.** The Zoning Administrator for public hearings by the Commission, and the City Recorder for public hearings by the Council, shall provide notice of a public hearing to consider the adoption of modification (amendments) of the Roy City Land Use Ordinances, including this Ordinance, as follows:

- a) Notice of the date, time, and place of the each public hearing shall be at least ten (10) calendar days before the public hearing and the notice shall be provided by the following means:
  - i) Published in a newspaper of general circulation in the area.
  - ii) Mailed to each “affected entity” (as identified in Section 902); and
  - iii) Posted in at least three (3) public locations within the City; or on the City’s official website.
  - iv) Actual notice provided by regular U.S. mail and is postmarked at least ten (10) calendar days prior to the public hearing to all property owners located within three hundred (300) feet which is the subject of a Land Use Ordinance adoption or modification.
- 2) Public Meetings. The Zoning Administrator for public meetings by the Commission, and the City Recorder for a public meeting by the Council, shall provide notice of the public meeting to consider the adoption of modification (amendments) of the Roy City Land Use Ordinances, including this Ordinance, as follows:
  - a) Notice of the date, time, and place of the public meeting, at least 24 hours before the meeting, which notice shall be:
    - i) Posted in at least three (3) public locations within the City; or on the City’s official website.
    - ii) Provide notice to the Applicant(s).

**Section 904—Required Notice for Other Public Hearings:**

When required by the provisions of this Ordinance, the Zoning Administrator for public hearings before the Commission, and the City Recorder for public hearings before the Council, shall provide notice of the public hearing as follows:

- 1) Notice of the date, time, and place of each public hearing shall be at least ten (10) calendar days before the public hearing provided by the following means:
  - a) Published in a newspaper of general circulation in the area.
  - b) Posted in at least three (3) public locations within the City; or on the City’s official website.
  - c) Actual notice provided by regular U.S. mail and is postmarked at least ten (10) calendar days prior to the public hearing to all property owners located within three hundred (300) feet which is the subject of the public hearing.

**Section 905—Required Notice for Other Public Meetings:**

When required by the provisions of this Ordinance the Zoning Administrator for a public meeting by the Commission and a public meeting by the BOA, and the City Recorder for public meetings by the Council, shall provide notice of the public meeting as follows:

- 1) Notice of the date, time, and place of each public meeting, at least 24 hours before the public meeting, which notice shall be:
  - a) Posted in at least three (3) public locations within the City; or on the City’s official website.
  - b) Provide notice to the Applicant(s).

**Section 906—Required Applicant Notice:**

For each land use application, the Zoning Administrator for the Commission and BOA, and the City Recorder for the Council, shall notify the applicant of the date, time, and place of each public hearing and public meeting to consider the application an of any final action on the application.

**Section 907—Notice Challenge:**

If notice given under authority of this Chapter, and authority of the Act, is not challenged under Section 10-9a-801 of the Act, within 30 days after the meetings or action for which notice is given, the notice is considered adequate and proper.