

CHAPTER 2
NOTICING
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CHAPTER 2 NOTICING

1. **DEFINITION**

Noticing requirements of cities and towns as defined by Utah law or as suggested by Orem City Code presented in chart form.

2. **PURPOSE**

The purpose of "noticing" is to keep the public informed. The noticing requirements of cities and towns as defined by Utah law or as suggested by Orem City Code/Policy are presented in this chapter in chart form for the purpose of simplifying this somewhat detailed and complex process. Although the Orem City staff created this chart for their specific use, every effort has been made to make the chart generic enough for use by any municipality. In most cases, the "Department" heading has been left out as has the "Responsible" heading so that this can be customized by each municipality. Obviously, if the "Authority" is "City Code," "City Policy" or "Executive Policy," these items refer to suggestions based upon Orem City Code or Policy and can be considered or modified to meet local needs and regulations.

3. **GENERAL DEFINITIONS**

A. **City Recorder**

"City Recorder," unless clearly inapplicable, shall include and apply to town clerks. (UCA 10-1-104(9))

B. **Newspaper of General Circulation**

For the purposes of publishing any notice, advertisement or publication of any kind required by law, a newspaper having general circulation shall have a bona fide subscription list of not less than 200 subscribers in this state, and shall have been published for not less than 18 months, and shall have been admitted in the United States mails as second-class matter for 12 months. (UCA § 45-1-201)

C. **Public Legal Notice Website** (referred to in this document as "in accordance with UCA § 45-1-101")

The public legal notice website was established for the purpose of publishing a legal notice online. The website is required to accept legal notice posting from any newspaper in the state. When a legal notice is required to be published in a newspaper, the newspaper shall publish the legal notice on the public legal notice website at no additional cost. If the legal notice is not required to be published in a newspaper, a

newspaper may not charge more than an amount equal to 15% of the newspaper's average advertisement rate for publishing five column lines in the newspaper to publish legal notice on the public legal notice website. (UCA § 45-1-101)

D. Utah Public Notice Website

Administered by the Division of Archives and Records Service, this website consists of an Internet website provided to assist the public to find posted public notices of a public body of the state and its political subdivisions as required by Title 52, Chapter 4, Open and Public Meeting ACT, and under other state statutes or state agency rules.

Municipalities with an annual budget of less than \$1,000,000 is encouraged but not required to publish or post a notice to the website until December 31, 2012. Beginning January 1, 2013 all municipalities are required to post notices on the Utah Public Notice Website.

4. NOTICING GUIDELINES CHART

See following pages

NOTICING GUIDELINES

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
Abatement Notice		Notice of intent to abate dangerous building	Record owner of building	Set time before action	<p>Post the property.</p> <p>Mail certified letter to property owner containing street address and legal description, state that building is dangerous w/description of conditions, and start of action to be taken.</p> <p>IF no compliance and no appeal, file in the office of County Recorder, a Certificate that the building is dangerous & owner has been notified</p> <p>After corrections or demolished, certificate filed stating what action taken.</p>	Current Planning	UCADB §401
Acquisition of Real Property	Municipal Legislative Body	The purchase, receipt, holding, lease or conveyance of real property	General Public	At least 14 days prior to first public hearing	<p>Publish in a newspaper of general circulation, OR, if there is no newspaper of general circulation, post in at least three (3) conspicuous places within the city</p> <p>Post on the Utah Public Notice Website</p>	City Recorder	UCA § 10-8-2
Agenda (SEE MEETING AGENDA)							
Annexation Policy Plan Public Meeting (Must be adopted before annexing any properties.)	Municipal Planning Commission	Notice of meeting on proposed Annexation Policy Plan	Affected Entities as described in UCA § 10-2-401 which include: 1. County Legislative Body 2. Board(s) of Special Districts 3. Independent Special Districts 4. Legislative Body of any Municipality within 1/2 mile of area proposed to be annexed 5. School Districts within area proposed for annexation	At least 14 days prior to the public meeting	Mail to Affected entities and accept and consider any written comments from them for at least 10 days after the public meeting.	City Planner City Recorder	UCA § 10-2-401.5(2)(a)(ii)

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
Annexation Policy Plan Public Hearing (Must be adopted before annexing any properties.)	Municipal Planning Commission	Public hearing on proposed Annexation Policy Plan	General Public Affected Entities as described in UCA § 10-2-401 which include: 1. County Legislative Body 2. Board(s) of Special Districts 3. Independent Special Districts 4. Legislative Body of any Municipality within 1/2 mile of area proposed to be annexed 5. School Districts within area proposed for annexation	At least 14 days prior to the public hearing	Suggested: Mail to affected entities Post in three (3) public places Post on the Utah Public Notice Website	City Planner City Recorder	UCA § 10-2-401.5(2)(a)(vii)
Annexation Policy Plan Public Hearing (Must be adopted before annexing any properties.)	Municipal Legislative Body	Public hearing on proposed Annexation Policy Plan	General Public Affected Entities as described in UCA § 10-2-401 which include: 1. County Legislative Body 2. Board(s) of Special Districts 3. Independent Special Districts 4. Legislative Body of any Municipality within 1/2 mile of area proposed to be annexed 5. School Districts within area proposed for annexation	At least 14 days prior to the public hearing	Suggested: Mail to affected entities Post in three (3) public places Post on the Utah Public Notice Website	City Planner City Recorder	UCA § 10-2-401.5(2)(b)(i)
Annexation Policy Plan (Must be adopted before annexing any properties)	Municipal Legislative Body	Copy of Plan	The Legislative Body of each affected County	Within 30 days	Mail to county legislative bodies of each county in which any of the municipality's expansion area is located	City Planner City Recorder	UCA § 10-2-401.5(5)
Annexation Posting Requirements are the same for all Counties **The processes are different for cities within First Class Counties**							
Annexation Petition - Denied	Municipal Legislative Body	Denial of Petition for Annexation	Contact sponsor County Clerk IF within a township, Legislative body of county in which the township is located, AND, chair of the planning commission	Within 5 days of denial	Mail written notification of denial with reason for denial.	Municipal Legislative Body City Recorder	UCA § 10-2-405(1)(b)

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
Annexation Petition -Accepted & Certified	Recorder	Acceptance of Petition for Annexation	Municipal legislative body Contact sponsor County legislative body Chair of planning commission of each township located within the annexation area	Within 30 days of acceptance	Mail or deliver written notification of certification	City Recorder	UCA § 10-2-405(2)(c)(i)
Annexation Petition -Rejected as not certifiable	Recorder	Petition cannot be certified and is therefore rejected	Municipal legislative body Contact sponsor County legislative body Chair of planning commission of each township located within the annexation area	Within 30 days of rejection	Mail or deliver written notification with reason for rejection	City Recorder	UCA § 10-2-405(2)(c)(ii)
Annexation -Notice of Certification	Municipal Legislative Body	Notice that Petition for Annexation is certified	<p data-bbox="619 699 751 721">General Public</p> <hr/> <p data-bbox="619 1110 894 1159">Affected Entities as described in UCA § 10-2-401 which include:</p> <ol data-bbox="619 1192 894 1403" style="list-style-type: none"> 1. County Legislative Body 2. Board(s) of Special Districts 3. Independent Special Districts 4. Legislative Body of any Municipality within 1/2 mile of area proposed to be annexed 5. School Districts within area proposed for annexation 	<p data-bbox="953 699 1129 802">No later than 10 days after receipt of Notice of Certification</p> <hr/> <p data-bbox="953 1110 1129 1187">Within 20 days of receipt of Notice of Certification</p>	<p data-bbox="1150 699 1608 997">Publish at least once per week for three (3) successive weeks in newspaper of general circulation in area proposed for annexation and unincorporated area within ½ mile, AND, Electronically in accordance with 45-1-101, for three (3) weeks, OR, IF no newspaper of general circulation is published within area post written notice in "conspicuous places" within area. Suggested: Utah Public Notice Website</p> <hr/> <p data-bbox="1150 1110 1310 1131">Mail written notice</p>	<p data-bbox="1629 699 1755 721">City Recorder</p> <hr/> <p data-bbox="1629 1110 1755 1131">City Recorder</p>	<p data-bbox="1824 699 2018 721">UCA § 10-2-406(1)(a)</p> <hr/> <p data-bbox="1824 1110 2018 1131">UCA § 10-2-406(1)(b)</p>

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
Annexation - denial as a result of a protest	Municipal Legislative Body	Receipt of protest	Contact Sponsor Boundary Commission Each entity that filed a protest Contact person if protest filed by owner of real property within ½ mile of area proposed for annexation	Within 5 days after denial	"Send" notice of denial in writing	City Recorder	UCA § 10-2-407(3)(a)(ii)
Annexation - Public Hearing	Municipal Legislative Body	Consider granting petition for annexation – no timely protest filed	General Public	At least 7 days before the public hearing	Publish one (1) time in newspaper of general circulation in the city and area proposed for annexation, OR, IF no newspaper of general circulation is published within area post written notice in "conspicuous places" within area. Post on the Utah Public Notice Website	City Recorder	UCA § 10-2-407(3)(b)(ii)(B)(i) & (ii)
Annexation – Enacting Ordinance (whether by regular annexation, as an island or peninsula of by boundary adjustment.)	Municipal Legislative Body	Annexation approved by Ordinance	When part or all of the annexation is within a township notify the County Legislative Body in which the township is located. Lieutenant Governor Department of Health Affected Entities as described in UCA § 10-2-401 which include: 1. County Legislative Body 2. Board(s) of Special Districts 3. Independent Special Districts 4. Legislative Body of any Municipality within 1/2 mile of area proposed to be annexed 5. School Districts within area proposed for annexation	Within 10 days Within 30 days	"Send" notice of the approval in writing. "Send" notice in writing. Each must receive a certified copy of the ordinance with a map or plat prepared by a licensed surveyor (with evidence that it has been recorded by the county recorder) that it has been approved by the legislative body and filed with the county surveyor. A copy of amended articles of incorporation or a notice of adoption of the ordinance with a copy of the adopted ordinance and certification from the legislative body that all legal requirements have been met. **Notice to special districts as soon as practicable if boundaries are affected.	City Recorder City Recorder	UCA § 10-2-407(3)(b)(iii) UCA § 10-2-425(1)(a)

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
Annexation – Island or Peninsula	Municipal Legislative Body	Adoption of resolution of intent to annex	General Public	Within 14 days of adoption of resolution of intent to annex	<p>Publish at least once per week for three (3) successive weeks in newspaper of general circulation within the municipality and the area proposed for annexation, OR,</p> <p>IF no newspaper is published within area, post at least one (1) notice per 1,000 population in places within those areas</p> <p>Post on the Utah Public Notice Website</p> <p>“Send” written notice to the board of each local district and special service district whose boundaries contain some or all of the area proposed to be annexed.</p>	City Recorder	UCA § 10-2-418(2)(a)(ii)
Annexation – Boundary Adjustment	Municipal Legislative Body	Adoption of resolution of intent of boundary adjustment	General Public	As soon as practical	<p>Published at least once per week for 3 successive weeks in newspaper of general circulation within the municipality and the area proposed for annexation, OR,</p> <p>IF no newspaper is published within area, post at least one notice per 1,000 population in places within those areas</p> <p>Post on the Utah Public Notice Website</p>	City Recorder	UCA § 10-2-419(2)(a)(iii)
Assessment Area formerly known as Special Improvement District (SID)	Municipal Legislative Body	Proposed creation of an assessment area designation and before adoption of a designation resolution or designation ordinance or when adding property to an assessment area or amendments to the resolution or ordinance	General Public	<p>If published, at least 5 but not more than 20 days before the deadline for filing protests</p> <p>If posted, at least 20 but not more than 35 days before the deadline for filing protests</p> <p>At least 4 weeks before the deadline for filing protests</p>	<p>Publish in a newspaper of general circulation within the municipal boundaries once a week for four (4) consecutive weeks, with the last publication at least five (5) but not more than 20 days before the deadline for filing protests, OR,</p> <p>IF there is no newspaper posted in three (3) public places within the municipal boundaries at least 20 but not more than 35 days before the deadline for filing protests; AND</p> <p>Post on the Utah Public Notice Website</p>	City Recorder	UCA § 11-42-202 UCA § 11-42-410

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
Assessment Area formerly known as Special Improvement District (SID) cont'd			Property owners to be assessed within the proposed assessment	Mail, postage prepaid	<p>Mail, postage prepaid, within 10 days after the first publication or posting of the notice to each property owner to be assessed within the proposed assessment area at the property owner's mailing address.</p> <p>The notice shall include the date, time and place of the hearing and the following statements:</p> <ul style="list-style-type: none"> ✓ The municipality proposes to designate one or more areas as an assessment area; ✓ Provide an improvement to property within the assessment area; ✓ Finance some or all of the costs of improvements by an assessment on benefitted property ✓ Describe the proposed assessment area ✓ Describe, in a general way, the improvements which would include the general nature of the improvements and the general location; ✓ The estimated cost of improvements determined by a project engineer; ✓ Propose to levy an assessment on benefitted property to pay some or all of the cost of improvements; ✓ The assessment method; ✓ The time within which and the location at which protests are required to be filed; ✓ The method by which the governing body will determine the number of protests required to defeat the designation; ✓ If the governing body elects to create and fund a reserve fund; ✓ How the reserve fund will be funded and replenished; ✓ How remaining money in the reserve fund is to be disbursed upon full payment of bonds; ✓ If the governing body intends to designate a voluntary assessment area; ✓ Describe any additional benefits expected for the assessed property from the improvements; 		

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
Assessment Area formerly known as Special Improvement District (SID) cont'd					<ul style="list-style-type: none"> ✓ Designate the date and time by which the fully executed consent form is required to be submitted; AND, <p>IF, the municipality intends to levy an assessment to pay operation and maintenance costs or for economic promotion activities, include:</p> <ul style="list-style-type: none"> ✓ A description of how the estimated assessment will be determined; ✓ A description of how and when the governing body will adjust the assessment to reflect the cost of current economic promotion activities, OR, current operation and maintenance costs; ✓ A description of the method of assessment if different from the method of assessment to be used for financing any improvement; AND ✓ A statement of the maximum number of years over which the assessment will be levied for operation and maintenance costs or economic development promotion activities; AND, <p>IF, the governing body intends to divide the proposed assessment area into zones include a description of the proposed zones.</p>		
Assessment Area formerly known as Special Improvement District (SID)	Municipal Governing Body	Bids being sought for the construction of the improvements	General Public	At least 15 days before the date specified for receipt of bids	<p>Publish one (1) time in a newspaper of general circulation within the boundaries of the municipality, AND</p> <p>Electronically in accordance with UCA § 45-1-101</p> <p>This notice MAY be published at the same time as the notice for creating the proposed assessment area.</p>	City Recorder	UCA § 11-42-301

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
Assessment Area formerly known as Special Improvement District (SID)	Municipal Governing Body	Notice of assessment and Board of Equalization hearing	<p>General Public</p> <hr/> <p>Property owners to be assessed within the proposed assessment</p>	<p>If published, at least 5 but not more than 20 days before the deadline for filing protests</p> <p>If posted, at least 20 but not more than 35 days before the deadline for filing protests</p> <hr/> <p>At least 4 weeks before the deadline for filing protests</p> <hr/> <p>Mail, postage prepaid</p>	<p>Publish in a newspaper of general circulation within the municipal boundaries once a week for four (4) consecutive weeks, with the last publication at least five (5) but not more than 20 days before the deadline for filing protests, OR,</p> <p>IF there is no newspaper posted in three (3) public places within the municipal boundaries at least 20 but not more than 35 days before the deadline for filing protests; AND</p> <hr/> <p>Post on the Utah Public Notice Website, AND</p> <hr/> <p>Mail, postage prepaid, within 10 days after the first publication or posting of the notice to each property owner to be assessed within the proposed assessment area at the property owner's mailing address.</p> <p>The notice shall state the date time and place of the hearing and include the following:</p> <ul style="list-style-type: none"> ✓ An assessment list is completed and available for examination at the offices of the municipality; ✓ The total estimated or actual cost of the improvements; ✓ The amount of the total estimated or actual cost of the proposed improvements to be paid by the municipality; ✓ The amount of the assessment to be levied against benefitted properties; ✓ The assessment method used to calculate the proposed assessment; ✓ The unit cost used to calculate the assessments shown on the assessment list. 	City Recorder	UCA § 11-42-402

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
Assessment Area formerly known as Special Improvement District (SID)	Municipal Legislative Body	Notice of increased assessment (board of equalization)	Each owner of property as to which the assessment is proposed to be increased	At least 15 days prior to date stated in notice for holding new hearing	Mail to property owner's mailing address The notice shall include the date, time and place of hearing and the following statements: <ul style="list-style-type: none"> ✓ The property owner's assessment is proposed to be increased; ✓ The amount of the proposed increased assessment; ✓ A hearing will be held at which the owner may appear and object to the increase. 	City Recorder	11-42-403(4)(c)
Assessment Area formerly known as Special Improvement District (SID)	Municipal Legislative Body	Notice of reduced assessment	Each owner of property within the assessment area	Not more than 14 days after making the determination to reduce the assessment	Mail to property owner's mailing address	City Recorder	UCA § 11-42-415
Assessment Area formerly known as Special Improvement District (SID)	Municipal Legislative Body	Reducing assessments after the issuance of refunding assessment bonds	Each owner of property within the assessment area	At least 21 days before the first payment of a reduced assessment becomes due	Mail to property owner's mailing address The notice shall include the following: <ul style="list-style-type: none"> ✓ Identification of the property subject to the assessment; ✓ Amount of the reduced payment obligation. <p>The notice MAY include other information the governing body considers appropriate, AND, be included with any other notice regarding the payment of an assessment within in the time frame of at least the 21 days specified.</p>	City Recorder	UCA § 11-42-608
Assessment Area formerly known as Special Improvement District (SID)	Municipal Legislative Body	Board of Equalization's final report	Each owner of property who objected to assessment at Board of Equalization hearing	Within 10 days after submitting its report to the governing body	Mail to property owner's mailing address	City Recorder	UCA § 11-42-403(5)(b)
Assessment Area formerly known as Special Improvement District (SID)	Municipal Legislative Body	Assessment resolution or ordinance	General Public Owners of property being assessed	After ordinance passed (Ordinance takes effect on the date of publication or posting)	Publish a copy of the resolution or ordinance, or a summary of the resolution or ordinance, one (1) time in newspaper published in City, OR, IF no newspaper published in City posting a copy in at least 3 public places within the City for at least 21 days; AND Electronically in accordance with UCA § 45-1-101 for at least 21 days.	City Recorder	UCA § 11-42-404(2)(a)

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
Assessment Area formerly known as Special Improvement District (SID)	Municipal Legislative Body	Notice of Assessment Interest	County Recorder	Within 5 days after the day on which the 25-day prepayment period has passed	<p>"File"</p> <p>The notice shall state the following:</p> <ul style="list-style-type: none"> ✓ The City has an assessment interest in the assess property; ✓ IF the assessment is to pay operation and maintenance costs or for economic promotion activities, state the maximum number of years over which an assessment will be payable; AND ✓ Describe the property assessed by legal description and tax ID number 	City Recorder	UCA § 11-42-404(4)(a)
Assessment Area formerly known as Special Improvement District (SID)	Municipal Legislative Body	Detailed report on economic promotion activities when an assessment has been made for this purpose	General public	Within 1 year after the day on which the City adopted the new assessment resolution or ordinance and each subsequent year thereafter	Publish, if available, on the City's website for six (6) months	City Recorder	UCA § 11-42-406
Assessment Area formerly known as Special Improvement District (SID)	Municipal Legislative Body	Notice of dissolution of the assessment area	County Recorder	Upon release and discharge of an assessment lien	<p>"File"</p> <p>The notice shall include the following:</p> <ul style="list-style-type: none"> ✓ A legal description of the property assessed within the assessment areas, AND, ✓ Comply with all other applicable requirement for recording a document. 	City Recorder	UCA § 11-42-506
Assessment Area formerly known as Special Improvement District (SID)	Municipal Legislative Body	Notice regarding resolution or ordinance authorizing interim warrants or bond anticipation notes (optional)	General public	Upon adoption of the resolution or ordinance	<p>Publish in a newspaper of general circulation within the City; AND</p> <p>Electronically in accordance with UCA § 45-1-101</p> <p>The notice shall contain the following:</p> <ul style="list-style-type: none"> ✓ Name of the issuer of the interim warrants or bond anticipation notes; ✓ Purpose of the issue; ✓ Maximum principal amount that may be issued; ✓ Maximum length of time over which they may mature; ✓ Maximum interest rate, if there is a 	City Recorder	UCA § 11-42-604

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
Assessment Area formerly known as Special Improvement District (SID) cont'd					<p>maximum interest rate; AND</p> <p>✓ Time and place where a copy of the resolution or ordinance may be examined.</p>		
Audit	City Auditor/ City Recorder	Notice that audit is complete and available for inspection	General Public	Within 10 days following receipt of audit report from independent auditor	<p>Publish at least twice (2) in a newspaper of general circulation published within the county, OR,</p> <p>IF no newspaper is published within the county, the notice may be posted in three public places.</p> <p>Make a copy of the notice available for inspection in the office of the city auditor or city recorder.</p> <p>Suggested: Utah Public Notice Website</p>	City Recorder	UCA § 10-6-152
Bids	Purchasing Agent	Notice inviting bids (except if estimated cost > \$5,000). Includes general description of articles to be purchased or work to be performed, location of bid blanks & specification of time and place for bidding.	Potential bidders	At least 10 days before bid opening	<p>Publish in newspaper of general circulation in city.</p> <p>"Delivered" to all known responsible prospective suppliers, including those on bidders' list or those making written request to be on bidders' list.</p> <p>Post on public bulletin board in City Center.</p>	Purchasing Agent City Recorder	City Code
Bids	Purchasing Agent	Advertisement for bids in general	Potential bidders	A reasonable time before the date set forth in the invitation for opening of bids	<p>May include:</p> <p>Publish in a newspaper of general circulation</p> <p>Electronically in accordance with UCA § 45-1-101</p>	Purchasing Agent City Recorder	UCA 63G-6-401
Bids – Building Improvements and Public Works Projects	Purchasing Agent	Advertisement for bids when estimated cost of project >bid limit	Potential bidders	At least twice 5 days before bids are to be opened	<p>Publish in newspaper of general circulation in entity, OR,</p> <p>IF no newspaper published in the county, then post at least 5 days before bid in at least five (5) public places in entity and leaving it posted for at least three (3) days.</p>	Purchasing Agent City Recorder	UCA § 11-39-103

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
Billboard removal w/o compensation		Notice of proceedings and opportunity for hearing	Owner of billboard	90 days after owner's receipt of written notice	Advance notice to billboard owner.	City Recorder	UCA § 10-9a-513
Bond Election	Municipal Legislative Body	Notice of bond election	General Public	Once per week for three consecutive weeks; first publication not less than 21 nor more than 35 days before election	<p>Publish in newspaper having general circulation in the city, AND,</p> <p>On website, if available.</p> <p>Electronically in accordance with 45-1-101 for three (3) week that immediately precede the election, AND,</p> <p>IF no newspaper of general circulation, post in five (5) places in the city at least 21 days before the election</p> <p>Suggested: Utah Public Notice Website</p>	City Recorder	UCA § 11-14-202
Bond (Applies to RDA/CDRA as well)	Municipal Legislative Body	Notice of Intent to Issue Bonds	General Public	Once per week for two (2) consecutive weeks; with the first publication at least 14 days before the public hearing	<p>Publish in the official newspaper described in Section 11-14-316 (a newspaper having general circulation)</p> <p>Post on Utah Public Notice Website</p>	City Recorder	UCA § 11-14-318
Budget	Finance	Public hearing	General Public	<p>At meeting where tentative budget adopted.</p> <p>At least 7 days before budget public hearing</p> <p>One month prior to budget public hearing</p>	<p>Orally</p> <p>_____</p> <p>Publish time and place of hearing published at least once(1) in newspaper of general circulation published in the county in which the city is located, OR,</p> <p>IF no newspaper of general circulation, post in three (3) public places within the city.</p> <p>Post on Utah Public Notice Website</p> <p>_____</p> <p>Printed on message bar of utility bill.</p>	City Recorder	<p>UCA § 10-6-113</p> <p>_____</p> <p>Unwritten policy</p>

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
Budget	Finance	Budget Adjustment/Amendment	General Public	At meeting where tentative budget adopted At least 7 days before budget public hearing	Orally Publish at least once(1) in newspaper of general circulation published in the county in which the city is located, OR, IF no newspaper is published, post in three (3) public places within the city.	City Recorder	UCA § 10-6-113 UCA § 10-5-108 & UCA § 10-5-110
Budget-Enterprise funds	Finance	Enterprise fund budget public hearing	General Public	At meeting where tentative budget adopted At least 7 days before budget public hearing One month prior to budget hearing	Orally Publish at least once (1) in newspaper of general circulation published in the county in which the city is located, OR, IF no newspaper is published, post in three (3) public places within the city. Print on message bar of utility bills.	City Recorder	UCA § 10-6-113 UCA § 10-6-135 Unwritten policy
Budget – Utility enterprise funds	Finance	Utility enterprise funds being transferred to other funds when the funds are not being used for reasonable allocations of costs between the utility account and the other fund	Utility enterprise fund customers	At least 7 days before the hearing At least 7 days before the hearing	Mail separate, written notice to utility enterprise fund customers and identify the utility enterprise fund from which money is being transferred, the amount being transferred; and, the funds to which the money is being transferred. This notice MAY be transmitted with the utility enterprise fund customer's but must be separate paper. May also print the written notice on the utility bill.	City Recorder	UCA § 10-6-135(3)(e) UCA § 10-6-135(3)(e)(iii)
Budget	Finance	Filing certified copy of final budget with State Auditor	State Auditor	Within 30 days after final budget adopted	"Filed"	City Recorder	UCA § 10-6-118

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
Budget	Finance	Notify public that budget is available for inspection	General Public	After final budget is adopted	MAY publish once in newspaper of general circulation Suggested Utah Public Notice Website	City Recorder	Unwritten Policy
Budget-Enterprise funds	Finance	Filing certified copy of final enterprise fund budget with State Auditor	State Auditor	Within 30 days after adoption	"Filed"	City Recorder	UCA 10-6-135(6)(d)
Budget – Truth in Taxation	Finance	Seeking increase to property tax revenue	General Public	Once per week for two consecutive weeks; with the last publication at least 7 days before the public hearing If the public hearing information is published by the county auditor in accordance with UCA § 59-2-919(2), it is not subject to the requirement to run twice rather only once	Publish in a newspaper of general circulation Electronically in accordance with UCA § 45-1-101 Post on Utah Public Notice Website	City Recorder	UCA § 59-2-919
Business License		Business license renewal notice	Business	Approx. 11/15 of each year. Mechanical Amusement Devices approx. 4/15 of each year	Mail	Business License Clerk	Unwritten policy
Business License		Suspension or revocation of license	Affected business	At least 10 working days before show cause hearing	"Served," written notice that states grounds of complaint, time and place of hearing	Business License Clerk	City Code

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
CDBG		Environmental Review Process	1. State Div. Of Air Quality 2. State Historical Preservation Officer 3. State Dept. Of Health, Div. of Environment Health 4. US Dept. Of Interior, Fish & Wildlife Services 5. US Dept. Of Agriculture, Soil Conservation Service	Annually before 5/31	Letter/documents	CDBG Administrator	Federal Regulations 24CFR 58
CDBG		Final statement of projected uses of funds	1. HUD 2. Entities receiving funds	Annually by 5/31	Letter	CDBG Administrator	Federal Regulations CFR 570.433
CDBG		Final statement of projected uses of funds - 2 public hearings	General Public	Not specified - before public hearings	Press release/Publication? Not designated, must furnish citizens information concerning: Amount of funds available and range of activities that may be undertaken, hold one or more public hearings to obtain the views of citizens on community development and housing needs, develop & publish the proposed application of objections to activities in such a manner as to afford affected citizens an opportunity to examine its contents, afford citizens an opportunity to review and comment on the applicant's pert under any active CDBG, and make final application available to public prior to submission to HUD.	CDBG Administrator City Recorder	Federal Regulations CFR 570.431
CDBG		Overall progress – grantee performance	HUD/Denver	Annually by 9/30	Report/letter	CDBG Administrator	Federal Regulations CFR 570-901
CDBG		Business RLF Progress/Job evaluation	EDA/Denver	Semi-annually 4/30 10/31	Report/letter	CDBG Administrator	Federal Regulations
CDBG		Contractor/ subcontractor - minority business	HUD/Denver	Semi-annually 4/30 10/31	Report/letter	CDBG Administrator	Federal Regulations
CDBG		Financial progress Transactions	HUD/Denver	Quarterly	Report/letter	CDBG Administrator	Federal Regulations
Conditional Use Permit	Community Development	Planning Commission consideration	Residents and owners of vacant parcels within 300' of subject property	At least 5 days before date of public hearing	"Deliver" notice Suggested Utah Public Notice Website	City Planner City Recorder	Policy

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
Conditional Use Permit	Community Development	City Council consideration	Residents & owners of vacant parcels within 300' of subject property	At least 5 days before date of public hearing	"Deliver" notice Suggested Utah Public Notice Website	City Planner City Recorder	Policy
Condominium Conversion	Community Development	Notice to tenants regarding conversion hearing	Tenants of proposed condo conversion project	At least 10 days before Planning Commission hearing	Mail by certified mail the date, time, place and purpose of hearing	City Planner City Recorder	City Code
Deep Lot	Community Development	Planning Commission & City Council consideration of deep lot preliminary plat	Residents & owners of vacant parcels within 300' of subject property	At least 5 days before date of public hearing	"Deliver" notice	City Planner City Recorder	Policy
Disposition of Real Property	Municipal Legislative Body	The disposition or conveyance of real property	General Public	14 days prior to first public hearing	Publish in a newspaper of general circulation, OR, IF there is no newspaper of general circulation, post in at least three (3) conspicuous places within the city Post on the Utah Public Notice Website	City Recorder	UCA § 10-8-2
Disposition of Unclaimed Property	Police Department	Owner of unclaimed property cannot be determined or notified after three months	General Public	At least 9 days prior to disposition	Publish in a newspaper of general circulation within the county, AND, As required by 45-1-101; AND Post a similar notice in a public place designated for notice within the police department.	Property Officer City Recorder	UCA § 77-24a-5
Elections – List of Candidates	City Recorder	Notice of declared candidates for election	General Public <hr/> Lieutenant Governor	Immediately after expiration of the period for filing a declaration of candidacy	Publish names as they will appear on ballot in at least two (2) successive publications of a newspaper with general circulation in the city Electronically in accordance with UCA § 45-1-101 Suggested Utah Public Notice Website <hr/> Notify the names of the candidates as they will appear on the ballot	City Recorder	UCA § 20A-9-203(9)

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
Election – Public Demonstration of Equipment	City Recorder	Using automatic tabulating equipment to count ballots	General Public	48 hours before the test	Publish one (1) time in a daily or weekly newspaper of general circulation in the county, municipality or jurisdiction where the equipment is used.	City Recorder	UCA § 20A-4-104
Elections	City Recorder	Notice of election and sample ballot	General Public Candidates Lt. Governor General Public	At least 7 days before election unclear Before election	Post in office Mail copy of ballot Publish in newspaper of general circulation Electronically in accordance with UCA § 45-1-101 Suggested Utah Public Notice Website	City Recorder	UCA § 20A-5-405(1)(iii) UCA § 20A-5-405(1)(ii) UCA § 20A-5-405(1)(iii)
Elections	City Recorder	Change of polling place	General Public	After having assembled at or near as practicable to the designated place, and before receiving any vote	Display proclamation of change Station police officer or some other proper person at original polling place to notify voters	City Recorder	UCA § 20A-5-605(5)
Elections – Early Vote	City Recorder	Notice of time and place of early voting	General Public	At least 5 calendar days before early voting begins	Publish in one issue of a newspaper of general circulation in the county Electronically in accordance with UCA § 45-1-101 Post notice at each early voting polling place Suggest Utah Public Notice Website	City Recorder	UCA § 20A-3-604
Elections	City Recorder	City Council meeting to break the tie vote	Candidates involved in tie Primary —within 5 days of canvass or 5 days of recount General —within 30 days of canvass or 30 days of recount	24 hours	Standard public meeting notice	City Recorder	UCA § 20A-1-304 UCA § 52-4-6

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
Elections	City Recorder	Certificate of election	Elected candidate <hr/> General public <hr/> Lieutenant Governor	After completed <hr/> After completed <hr/> After completed	"Transmitted" <hr/> Publish in newspaper with general circulation in the city Post in one or more conspicuous places within city Suggest Utah Public Notice Website <hr/> "File"	City Recorder	UCA 20A-4-304(2)
Elections	City Recorder	Fill vacancy in municipal office	General public	At least two weeks before the municipal legislative body meets to fill the vacancy	Unclear. Notice needs to include: date, time, and place of the meeting where the vacancy will be filled, and the person to whom a person interested in being appointed to fill the vacancy may submit his name for consideration, and any deadline for submitting.	City Recorder	UCA 20A-1-510(1)(b)
Elections - Cancellation	City Recorder	Cancellation of municipal general election	General Public	15 days before the day of the scheduled election <hr/> 10 days before the day of the scheduled election	Submit to the Lt. Governor for posting on the Statewide Electronic Voter Information Website Post on city website, if available Publish in city newsletter , if available At least twice in a newspaper of general circulation Suggest Utah Public Notice Website <hr/> Post in at least three conspicuous places within the city	City Recorder	UCA 20A- 1-206(2)
Eminent Domain		Negotiation and disclosure required if involuntary transaction	Property owner(s)	No later than 14 days before a final vote is taken	"Advise" the property owner of the owner's rights to mediation and arbitration under UCA § 78B-6-522, including the name and current telephone number of the property rights ombudsman, AND, "Provide" the property owner a statement explaining that oral representations or promises made during the negotiation process are not binding upon the person seeking to acquire the property through eminent domain		UCA § 78B-6-505

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
Eminent Domain		Final vote to approve the filing of an eminent domain action	Property owner(s)	At least 10 business days before the public meeting	Mail written notice of the date, time and place of the public meeting where the final vote will be taken to the property owner at the owner's address as shown on the records of the county assessor's office	City Recorder	UCA § 78B-6-504
Environmental release	Public Works	Spill or discharge of oil or other substance which may cause the pollution of waters of the state	Executive Secretary of the State Water Quality Board	Immediately after spill or discharge	Unclear	Public Works	UCA 19-5-114
Environmental release	Public Works	Release of reportable quantity (RQ) of hazardous substance during any 24 hour period	National Response Center	Immediately after discovery	Telephone call 1-800-424-8802	Person discovering	40 CFR 302.6
Exposure to AIDS	All Depts.	To ensure a sensitive response to the needs of the employees	City's Risk Manager	When an employee thru his or her job duties has become exposed to the AIDS virus	Not designated	Department directors	Executive Policy
False alarms	Public Safety	Notice of Hearing on whether bond should be posted	Alarm user	Not specified - before hearing	Written	Public Safety Director	City Code
False alarms	Public Safety	Notice of Hearing on bond forfeiture	Alarm user	Not specified - before hearing	Written	Public Safety Director	City Code
General Plan Intent to prepare or comprehensive amendment	City Planner	Notice of intent	For all municipalities: Affected entities For municipalities within a 1 st or 2 nd class county: Affected entities ACRC Association of Governments General Public	At least 10 days prior to first meeting At least 10 days prior to first meeting	Mail, e-mail, or other effective means Utah Public Notice Website Post notice at City office	City Planner City Recorder	UCA § 10-9a-203 Policy

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
General Plan consider or modify	City Planner	Planning Commission meeting	General public Affected entities	At least 10 days before date of public hearing At least 10 days before public hearing	Publish in a newspaper of general circulation in the area Post on the Utah Public Notice Website Post in three public places within the city or on the city's official website Mail notice	City Planner City Recorder	UCA § 10-9a-404 UCA § 10-92-204
General Plan	Notice not required by State Code	If City Council public hearing is held on proposed General Plan	General public Affected entities	At least 10 days before date of public hearing At least 10 days before public hearing	Publish in a newspaper of general circulation in the area Post on the Utah Public Notice Website Post in three public places within the city or on the city's official website Mail notice	City Recorder	Policy
Hiring and termination	Personnel	To inform peace officers and medical personnel of workers' compensation benefits	Peace officers and medical personnel	At commencement and termination of employment	Pursuant to state law	Personnel	Executive Policy
HOME	HOME Administrator	Public hearing on annual CHAS review	General Public HUD/Denver	Not specified - before public hearing	Press release Publication	HOME Administrator	Federal Regulations
Impound	Public Safety	Notice of nuisance	Owner of vehicle	As soon as reasonable under the circumstances	Mail to owner and recorded lien holder at last known address shown on Motor Vehicle Division records	Public Safety	City Code
Impound	Public Safety	Notice of sale of impounded vehicle	General Public Owner and recorded lien holder, if known Owner of place of storage	At least 10 days before date of sale Immediately after publication Immediately after publication	Publish at least twice in newspaper of general circulation in the City Mail to last known address as shown on Motor Vehicle Division records Mail	Public Safety	City Code

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
Land Use Ordinance or Zoning Map - Adoption or Amendments	City Planner	Public hearing by Planning Commission	General Public Affected entities	At least 10 days before date of public hearing	Post notice at least three public places within city or on the city's official website Publish notice in a newspaper of general circulation in the area Publish on the Utah Public Notice Website * OR* mail all affected property owners and each adjacent property owner within the parameters specified by city ordinance.	City Planner City Recorder	UCA § 10-9a-502 UCA § 10-9a-205 City Policy
Land Use Ordinance or Zoning Map - Adoption or Amendments	City Planner	Public hearing by City Council	General Public Affected entities	At least 10 days before date of public hearing	Post notice at least three public places within city or on the city's official website Publish notice in a newspaper of general circulation in the area Publish on the Utah Public Notice Website * OR* mail all affected property owners by mail and each adjacent property owner within the parameters specified by city ordinance	City Planner City Recorder	UCA § 10-9a-502 UCA § 10-9a-205 City Policy
Meeting Agenda (City Council and all boards and commissions)	Department responsible for meeting	Notice of agenda, date, time and place of each meeting	General Public	At least 24 hours before meeting	Post written notice at the Principal office of the City Council, Board, or Commission, or if no principal office exists, at the building where the meeting is to be held: and Provide notice to at least one newspaper of general circulation within the geographic jurisdiction of the City Council, Board, or Commission, or to a local media correspondent Post on the Utah Public Notice Website A public body is also encouraged to find other electronic means to provide notice of its meetings	Department Manager/ Responsible Department City Recorder	UCA § 52-4-202

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
Meeting Agenda (Emergency Meeting)	Department responsible for the emergency meeting	Notice of agenda, time and place of the emergency meeting	General Public <hr/> City Council Members, Board members, or Commission members	As soon as possible Must attempt to notify all Council Members Board members, or Commission members before the meeting and a majority of the members approve having it	"Best notice practicable"	City Recorder	UCA § 52-4-202 City Code
Meeting Agenda (Electronic Meeting)	Department responsible for meeting	Notice of agenda, date, time and place of each meeting	General Public	At least 24 hours before meeting	Post written notice at the Principal office of the City Council, Board, or Commission, or if no principal office exists, at the building where the meeting is to be held: and Provide notice to at least one newspaper of general circulation within the geographic jurisdiction of the City Council, Board, or Commission, or to a local media correspondent Post on the Utah Public Notice Website A public body is also encouraged to find other electronic means to provide notice of its meetings	Department Manager/ Responsible Department City Recorder	UCA § 52-4-202
Meeting Schedule/ Annual (City Council and all Board and Commission)	City Recorder	Annual Meeting Schedule – date, time and place of meetings	General Public	At least once per year	Post (continuously throughout the year) written notice at the principal office of the City Council, Board or Commission, or if no principal office exists, at the building where the meeting is to be held; and Provide notice to at least one newspaper of general circulation within the geographic jurisdiction of the City Council, Board or Commission, or to a local media correspondent. Post on the Utah Public Notice Website A public body is also encouraged to find other electronic means to provide notice of its meetings	City Recorder	UCA § 52-4-202 Posting continuously through the year is not required, but highly recommended

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
Ordinances	City Recorder	Notice of ordinance adoption	General Public	Before ordinance takes effect	Publish a short summary of ordinance at least once in a newspaper published within the City. OR, IF no newspaper published in City, then post complete copies of ordinance in three (3) public places within City. File with City Recorder.	City Recorder	UCA § 10-3-711
C-3 Site Plan	Planning	Planning Commission public hearing on proposed site plan	Residents & owners of vacant parcels within 300' of subject property	At least 5 days before date of public hearing	"Deliver" notice	Planning	City Policy
Personnel	Personnel	Open position	Newspaper Job Service	Unclear	Ad placed in newspaper Job announcement mailed	Personnel	Unwritten policy
POTW pretreatment violations	Public Works	Notify of violation	Affected business owner or manager	Upon discovery	Verbally to owner or manager w/written follow-up report	Pretreatment	40 CFR 403
POTW parameter violation	Public Works	Notify State of parameter violation	State Dept. of Environmental Quality	Upon discovery	1. Telephone call within 24 hours 2. Written follow-up report within 5 days	Water Resources	NPDES permit
PRD	Planning	Neighborhood meeting (before preliminary development plan reviewed by planning commission)	Property owners & occupants within 300' of subject property General public	Unclear. At least 5 days before neighborhood meeting? At least 5 days before neighborhood meeting	Unclear. Mailed or hand-delivered? Post public notice sign on subject property in a prominent location, visible to the passing public from any adjacent street or sidewalk.	Applicant Current Planning	City Policy City Policy
PRD	Planning	Planning Commission consideration of PRD (prelim & final)	Residents & owners of vacant parcels within 300' of subject property	At least 5 days before date of public hearing	"Deliver" notice	Current Planning	City Policy
PRD	Planning	City Council consideration of PRD (prelim & final)	Residents & owners of vacant parcels within 300' of subject property	At least 5 days before date of public hearing	"Deliver" notice	Current Planning	City Policy

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
RDA/CDRA – Annual Budget RDA/CDRA – Annual Budget cont'd	Municipal Legislative Body	Public hearing	General Public	At least once, 1 week in advance of the public hearing At least 3 days before the public hearing	Publish in a newspaper of general circulation in the community or if no newspaper, post in 3 public places. Post on the Utah Public Notice Website Make available to public for inspection	RDA Manager	UCA § 17C-1-601(4)
RDA/CDRA – Annual Budget	Municipal Legislative Body	Notice of adopted budget	1. County Auditor 2. State Tax Commission 3. State Auditor 4. State Board of Education 5. Each property taxing entity affected by tax increment If project area budget allocates tax increments for housing under Section 17B-4-1010, file copy of budget with loan fund board.	Within 30 days after adoption of budget	"File"	RDA Manager City Recorder	UCA § 17C-1-601(6)
RDA/CDRA – Annual Budget Amendments	Municipal Legislative Body	Public hearing	General Public	At least once, 1 week in advance of the public hearing At least 3 days before the public hearing	Publish in a newspaper of general circulation in the community, OR, If no newspaper, post in three (3) public places. Post on the Utah Public Notice Website Make available to public for inspection	RDA Manager City Recorder	UCA § 17C-1-602
RDA/CDRA – Annual Budget Amendments	Municipal Legislative Body	Notice of adopted budget	1. County Auditor 2. State Tax Commission 3. State Auditor 4. State Board of Education 5. Each property taxing entity affected by tax increment If project area budget allocates tax increments for housing under Section 17C-1-412, file copy of budget with loan fund board.	Within 30 days after adoption of budget	"File"	RDA Manager City Recorder	UCA § 17C-1-602

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
<p>RDA/CDRA Urban Renewal Project Areas</p> <p>A board may combine any combination of a blight hearing, a plan hearing and a budget hearing. UCA §17C-2-401 & UCA § 17C-2-501</p>							
RDA/CDRA – Urban Renewal Project Area and Amendments	Municipal Legislative Body	Public hearing on blight	General Public	At least 14 days before the day of the hearing	<p>Publish one (1) time (excluding map) in a newspaper of general circulation within the county, OR,</p> <p>IF there is no newspaper, post in at least three (3) conspicuous places within the county</p> <p>Post on the Utah Public Notice Website</p> <p>Post on the city's website Date, time and place of the hearing.</p> <p>The notice shall include the date, time and place of the hearing. Additionally, the notice shall include:</p> <ul style="list-style-type: none"> ✓ a specific description of the boundaries of the project area or proposed project area; OR, ✓ a mailing address or telephone number where a person may request that a copy of the description be sent at no cost to the person by mail or fax; AND, ✓ if the agency has an Internet website, an address where a person may get an electronic, printable copy; a map of the boundaries of the project area or proposed project area; an explanation of the purpose of the hearing; ✓ AND a statement that property tax revenues resulting from an increase in valuation of property will be paid to the agency for urban renewal purposes rather than the taxing entity to which the revenues would otherwise have been paid. 	RDA Manager City Recorder	UCA § 17C-2-502

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
RDA/CDRA – Urban Renewal Project Area and Amendments cont'd			<ol style="list-style-type: none"> 1. Each record owner of property within the project area or proposed project area 2. State Tax Commission 3. Assessor of county 4. Auditor of county 5. Each member of the taxing entity committee 'OR' if the committee has not yet been formed the State Board of Education AND the legislative body or governing body of each taxing entity 	At least 30 days before the hearing	Mail		
RDA/CDRA – Urban Renewal Project Area and Amendments	Municipal Legislative Body	Additional noticing requirements for blight	<ol style="list-style-type: none"> 1. General Public 2. Record owner of property 3. Each person contesting the existence of blight in the proposed urban renewal project area 	Each notice above must also include	<p>A statement that:</p> <ul style="list-style-type: none"> ✓ An urban renewal project area is being proposed ✓ The proposed urban renewal project area may be declared to have blight ✓ The record owner of property within the proposed project area has the right to present evidence at the blight hearing contesting the existence of blight <p>If the agency anticipates acquiring property by eminent domain</p> <ul style="list-style-type: none"> ✓ A clear and plain statement that the project area plan may require the use of eminent domain and the proposed use of eminent domain will be discussed at the blight hearing 	RDA Manager City Recorder	UCA § 17C-2-503
RDA/CDRA – Urban Renewal Project Area and Amendments	Municipal Legislative Body	Public hearing on blight continued	General Public	At least 7 days before the hearing is to resume	<p>Announce at the hearing the date, time and place it would be resumed.</p> <p>Publish date, time and place hearing will resume one (1) time in a newspaper of general circulation within the agency's boundaries, OR,</p> <p>IF there is no newspaper post in three (3) conspicuous places within the agency's boundaries</p> <p>Publish on the Utah Public Notice Website</p>	RDA Manager City Recorder	UCA § 17C-2-403

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
RDA/CDRA – Urban Renewal Project Area and Amendments	Municipal Legislative Body	Public hearing on plan	General Public	At least 14 days before the day of the hearing	<p>Publish one (1) time (excluding map) in a newspaper of general circulation within the county, OR,</p> <p>IF there is no newspaper, post in at least three (3) conspicuous places within the county</p> <p>Post on the Utah Public Notice Website</p> <p>Post on the city's website</p> <p>The notice shall include the date, time and place of the hearing. Additionally, the notice shall include:</p> <ul style="list-style-type: none"> ✓ a specific description of the boundaries of the project area or proposed project area; OR, ✓ a mailing address or telephone number where a person may request that a copy of the description be sent at no cost to the person by mail or fax; AND, ✓ if the agency has an Internet website, an address where a person may get an electronic, printable copy; a map of the boundaries of the project area or proposed project area; an explanation of the purpose of the hearing; ✓ AND a statement that property tax revenues resulting from an increase in valuation of property will be paid to the agency for urban renewal purposes rather than the taxing entity to which the revenues would otherwise have been paid. 	RDA Manager City Recorder	UCA § 17C-2-502

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
RDA/CDRA – Urban Renewal Project Area and Amendments cont'd			<ol style="list-style-type: none"> 1. Each record owner of property within the project area or proposed project area 2. State Tax Commission 3. Assessor of county 4. Auditor of county 5. Each member of the taxing entity committee 'OR' if the committee has not yet been formed the State Board of Education AND the legislative body or governing body of each taxing entity 	At least 30 days before the hearing	Mail		
RDA/CDRA – Urban Renewal Project Area and Amendments	Municipal Legislative Body	Additional noticing requirements for plan	Same as above	Each notice above must also include	<p>A statement that:</p> <ul style="list-style-type: none"> ✓ Any person objecting to the draft project area plan or contesting the regularity of any of the proceedings to adopt it may appear before the agency board at the hearing to show cause why the draft project area plan should not be adopted ✓ The proposed project area plan is available for inspection at the agency offices 	RDA Manager City Recorder	UCA § 17C-2-504
RDA/CDRA – Urban Renewal Project Area and Amendments	Municipal Legislative Body	Public hearing on plan continued	General Public	At least 7 days before the hearing is to resume	<p>Announce at the hearing the date, time and place it would be resumed.</p> <p>Publish date, time and place hearing will resume one (1) time in a newspaper of general circulation within the agency's boundaries, OR,</p> <p>IF there is no newspaper post in three (3) conspicuous places within the agency's boundaries</p> <p>Publish on the Utah Public Notice Website</p>	RDA Manager City Recorder	UCA § 17C-2-403

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
RDA/CDRA – Urban Renewal Project Area and Amendments	Municipal Legislative Body	Notice of plan adoption	General Public	Upon adoption of the plan	<p>Publish in a newspaper of general circulation within the agency's boundaries, OR,</p> <p>IF there is no newspaper post in at least three (3) public places</p> <p>Utah Public Notice Website</p> <p>Each notice shall:</p> <ul style="list-style-type: none"> ✓ Set forth the ordinance adopting the project area plan, OR, a summary of the ordinance, AND ✓ A statement that the project plan is available for general public inspection and the hours for inspection. 	RDA Manager City Recorder	UCA § 17C-2-108
RDA/CDRA – Urban Renewal Project Area and Amendments	Municipal Legislative Body	Public hearing on the budget	General Public	At least 14 days before the day of the hearing	<p>Publish one (1) time (excluding map) in a newspaper of general circulation within the county, OR,</p> <p>IF there is no newspaper, post in at least three (3) conspicuous places within the county</p> <p>Post on the Utah Public Notice Website</p> <p>Post on the city's website</p> <p>The notice shall include the date, time and place of the hearing. Additionally, the notice shall include:</p> <ul style="list-style-type: none"> ✓ a specific description of the boundaries of the project area or proposed project area; OR, ✓ a mailing address or telephone number where a person may request that a copy of the description be sent at no cost to the person by mail or fax; AND, ✓ if the agency has an Internet website, an address where a person may get an electronic, printable copy; a map of the boundaries of the project area or proposed project area; an explanation of the purpose of the hearing; ✓ AND a statement that property tax revenues resulting from an increase in valuation of property will be paid to the agency for urban 	RDA Manager City Recorder	UCA § 17C-2-502

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
Urban Renewal Project Area and Amendments cont'd			<ol style="list-style-type: none"> 1. Each record owner of property within the project area or proposed project area 2. State Tax Commission 3. Assessor of county 4. Auditor of county 5. Each member of the taxing entity committee 'OR' if the committee has not yet been formed the State Board of Education AND the legislative body or governing body of each taxing entity 	At least 30 days before the hearing	<p>renewal purposes rather than the taxing entity to which the revenues would otherwise have been paid.</p> <p>Mail</p>		
RDA/CDRA – Urban Renewal Project Area and Amendments	Municipal Legislative Body	Additional noticing requirements for budget	Same as above	Each notice above must also include	<p>The following statement: “The (name of agency) has requested \$_____ in property tax revenues that will be generated by development within the (name of project area) to fund a portion of project costs within the (name of project area). These property tax revenues will be used for the following: (list major budget categories and amounts). These property taxes will be taxes levied by the following governmental entities, and, assuming current tax rates, the taxes paid to the agency for this project area from each taxing entity will be as follows: (list each taxing entity levying taxes and the amount of total taxes that would be paid from each taxing entity). All of the property taxes to be paid to the agency for the development in the project area are taxes that will be generated only if the project area is developed.</p> <p>“All concerned citizens are invited to attend the property area budget hearing scheduled for (date, time and place of hearing). A copy of the (name of project area) project area budget is available at the offices of (name of agency and office address).”</p>	RDA Manager City Recorder	UCA § 17C-2-505

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
					AND, Other information that the agency considers appropriate.		
RDA/CDRA – Urban Renewal Project Area and Amendments	Municipal Legislative Body	Public hearing on budget continued	General Public	At least 7 days before the hearing is to resume	Announce at the hearing the date, time and place it would be resumed. Publish date, time and place hearing will resume one (1) time in a newspaper of general circulation within the agency's boundaries, OR, IF there is no newspaper post in three (3) conspicuous places within the agency's boundaries Publish on the Utah Public Notice Website	RDA Manager City Recorder	UCA § 17C-2-403
<p>RDA/CDRA Economic Development Project Areas A board may combine a plan hearing and a budget hearing. UCA §17C-3-301</p>							
RDA/CDRA – Economic Development Project Area and Amendments	Municipal Legislative Body	Public hearing on plan	General Public	At least 14 days before the day of the hearing	Publish one (1) time (excluding map) in a newspaper of general circulation within the county, OR, IF there is no newspaper, post in at least three (3) conspicuous places within the county Post on the Utah Public Notice Website Post on the city's website The notice shall include the date, time and place of the hearing. Additionally, the notice shall include: <ul style="list-style-type: none"> ✓ a specific description of the boundaries of the project area or proposed project area; OR, ✓ a mailing address or telephone number where a person may request that a copy of the description be sent at no cost to the person by mail or fax; AND, 	RDA Manager City Recorder	UCA § 17C-3-402

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
RDA/CDRA – Economic Development Project Area and Amendments cont'd			<ul style="list-style-type: none"> 6. Each record owner of property within the project area or proposed project area 7. State Tax Commission 8. Assessor of county 9. Auditor of county 10. Each member of the taxing entity committee 'OR' if the committee has not yet been formed the State Board of Education AND the legislative body or governing body of each taxing entity 	At least 30 days before the hearing	<ul style="list-style-type: none"> ✓ if the agency has an Internet website, an address where a person may get an electronic, printable copy; a map of the boundaries of the project area or proposed project area; ✓ an explanation of the purpose of the hearing; ✓ AND a statement that property tax revenues resulting from an increase in valuation of property within the economic development area will be paid to the agency for economic development purposes rather than the taxing entity to which the revenues would otherwise have been paid; ✓ AND an invitation to the recipient of the notice to submit to the agency comments concerning the subject matter of the hearing before the date of hearing; ✓ MAY include any other information the agency considers necessary or advisable, including public purpose served by the project and any future tax benefits expected to result from the project. <p>Mail</p>		

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
RDA/CDRA – Economic Development Project Area and Amendments	Municipal Legislative Body	Additional noticing requirements for plan	Same as above	Each notice above must also include	A statement that: <ul style="list-style-type: none"> ✓ Any person objecting to the draft project area plan or contesting the regularity of any of the proceedings to adopt it may appear before the agency board at the hearing to show cause why the draft project area plan should not be adopted ✓ The proposed project area plan is available for inspection at the agency offices 	RDA Manager City Recorder	UCA § 17C-3-403
RDA/CDRA – Economic Development Project Area and Amendments	Municipal Legislative Body	Public hearing on plan continued	General Public	At least 7 days before the hearing is to resume	Announce at the hearing the date, time and place it would be resumed. Publish date, time and place hearing will resume one (1) time in a newspaper of general circulation within the agency's boundaries, OR, IF there is no newspaper post in three (3) conspicuous places within the agency's boundaries Suggested: Publish on the Utah Public Notice Website	RDA Manager City Recorder	UCA § 17C-3-303
RDA/CDRA – Economic Development Project Area and Amendments	Municipal Legislative Body	Notice of plan adoption	General Public	Upon adoption of the plan	Each notice shall: <ul style="list-style-type: none"> ✓ Set forth the ordinance adopting the project area plan, OR, a summary of the ordinance, AND ✓ A statement that the project plan is available for general public inspection and the hours for inspection. Publish in a newspaper of general circulation within the agency's boundaries, OR, if there is no newspaper post in at least 3 public places Utah Public Notice Website	RDA Manager City Recorder	UCA § 17C-3-107
RDA/CDRA – Economic Development Project Area and Amendments	Municipal Legislative Body	Public hearing on the budget	General Public	At least 14 days before the day of the hearing	Publish one (1) time (excluding map) in a newspaper of general circulation within the county, OR, IF there is no newspaper, post in at least three (3) conspicuous places within the county	RDA Manager City Recorder	UCA § 17C-3-402

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
RDA/CDRA – Economic Development Project Area and Amendments cont'd					<p>Post on the Utah Public Notice Website</p> <p>Post on the city's website</p> <p>The notice shall include the date, time and place of the hearing. Additionally, the notice shall include:</p> <ul style="list-style-type: none"> ✓ a specific description of the boundaries of the project area or proposed project area; OR, ✓ a mailing address or telephone number where a person may request that a copy of the description be sent at no cost to the person by mail or fax; AND, ✓ if the agency has an Internet website, an address where a person may get an electronic, printable copy; a map of the boundaries of the project area or proposed project area; an explanation of the purpose of the hearing; ✓ AND a statement that property tax revenues resulting from an increase in valuation of property will be paid to the agency for economic development purposes rather than the taxing entity to which the revenues would otherwise have been paid; ✓ AND an invitation to the recipient of the notice to submit to the agency comments concerning the subject matter of the hearing before the date of hearing; ✓ MAY include any other information the agency considers necessary or advisable, including public purpose served by the project and any future tax benefits expected to result from the project. 		

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
			<ol style="list-style-type: none"> 1. Each record owner of property within the project area or proposed project area 2. State Tax Commission 3. Assessor of county 4. Auditor of county 5. Each member of the taxing entity committee 'OR' if the committee has not yet been formed the State Board of Education AND the legislative body or governing body of each taxing entity 	At least 30 days before the hearing	Mail		
RDA/CDRA – Economic Development Project Area and Amendments	Municipal Legislative Body	Additional noticing requirements for budget	Same as above	Each notice above must also include	<p>The following statement: “The (name of agency) has requested \$_____ in property tax revenues that will be generated by development within the (name of project area) to fund a portion of project costs within the (name of project area). These property taxes will be taxes levied by the following governmental entities, and, assuming current tax rates, the taxes paid to the agency for this project area from each taxing entity will be as follows: (list each taxing entity levying taxes and the amount of total taxes that would be paid from each taxing entity). All of the property taxes to be paid to the agency for the economic development in the project area are taxes that will be generated only if the project area is developed.</p> <p>“All concerned citizens are invited to attend the property area budget hearing scheduled for (date, time and place of hearing). A copy of the (name of project area) project area budget is available at the offices of (name of agency and office address).”</p> <p>AND,</p> <p>Other information that the agency considers appropriate.</p>	RDA Manager City Recorder	UCA § 17C-3-404

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
RDA/CDRA – Economic Development Project Area and Amendments	Municipal Legislative Body	Public hearing on budget continued	General Public	At least 7 days before the hearing is to resume	<p>Announce at the hearing the date, time and place it would be resumed.</p> <p>Publish date, time and place hearing will resume one (1) time in a newspaper of general circulation within the agency's boundaries, OR,</p> <p>IF there is no newspaper post in three (3) conspicuous places within the agency's boundaries</p> <p>Suggested: Publish on the Utah Public Notice Website</p>	RDA Manager City Recorder	UCA § 17C-3-303
RDA/CDRA – Community Development Project Area and Amendments	Municipal Legislative Body	Public hearing on plan	General Public	At least 14 days before the day of the hearing	<p>Publish one (1) time (excluding map) in a newspaper of general circulation within the county, OR,</p> <p>IF there is no newspaper, post in at least three (3) conspicuous places within the county</p> <p>Post on the Utah Public Notice Website</p> <p>Post on the city's website</p> <p>The notice shall include the date, time and place of the hearing. Additionally, the notice shall include:</p> <ul style="list-style-type: none"> ✓ a specific description of the boundaries of the project area or proposed project area; OR, ✓ a mailing address or telephone number where a person may request that a copy of the description be sent at no cost to the person by mail or fax; AND, ✓ if the agency has an Internet website, an address where a person may get an electronic, printable copy; a map of the boundaries of the project area or proposed project area; ✓ an explanation of the purpose of the hearing; ✓ AND a statement that property tax revenues resulting from an increase in valuation of property within the economic development area will be paid to the agency for economic development purposes rather than the 	RDA Manager City Recorder	UCA § 17C-4-402

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
RDA/CDRA – Community Development Project Area and Amendments cont'd			<ol style="list-style-type: none"> 1. Each record owner of property within the project area or proposed project area 2. State Tax Commission 3. Assessor of county 4. Auditor of county 5. Each member of the taxing entity committee 'OR' if the committee has not yet been formed the State Board of Education AND the legislative body or governing body of each taxing entity 	At least 30 days before the hearing	<p>taxing entity to which the revenues would otherwise have been paid;</p> <ul style="list-style-type: none"> ✓ AND an invitation to the recipient of the notice to submit to the agency comments concerning the subject matter of the hearing before the date of hearing; ✓ A statement that any person objecting to the draft project area plan or contesting the regularity of any of the proceedings to adopt it may appear before the agency board at the hearing to show cause why it should not be adopted; ✓ A statement that the proposed plan is available for inspection at the agency offices; ✓ MAY include any other information the agency considers necessary or advisable, including public purpose served by the project and any future tax benefits expected to result from the project. <p>Mail</p>		

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
<p>RDA/CDRA – Community Development Project Area and Amendments</p> <p>RDA/CDRA – Community Development Project Area and Amendments cont'd</p>	Municipal Legislative Body	Additional noticing requirements for amending a plan	General Public		<p>The notice and hearing requirements do not apply to a draft project area plan being modified to add real property to the proposed project area IF:</p> <ul style="list-style-type: none"> ✓ The property is contiguous to the property already included in the proposed project area under the draft project area plan; AND ✓ The record owner of the property consents to adding the real property to the proposed project area plan. <p>The notice and hearing requirements do not apply to amending an adopted project area plan IF:</p> <ul style="list-style-type: none"> ✓ The amendment makes a minor adjustment in the legal description of the project area boundary requested by the county assessor or auditor to avoid inconsistent property boundary lines, OR, when a parcel is removed because it is no longer necessary or desirable to the project area. 	RDA Manager City Recorder	UCA § 17C-4-102 UCA § 17C-4-108
RDA/CDRA – Community Development Project Area and Amendments	Municipal Legislative Body	Public hearing on plan continued	General Public	At least 7 days before the hearing is to resume	<p>Announce at the hearing the date, time and place it would be resumed.</p> <p>Publish date, time and place hearing will resume one (1) time in a newspaper of general circulation within the agency's boundaries, OR,</p> <p>IF there is no newspaper post in three (3) conspicuous places within the agency's boundaries</p> <p>Suggested: Publish on the Utah Public Notice Website</p>	RDA Manager City Recorder	UCA § 17C-4-302

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
RDA/CDRA – Community Development Project Area and Amendments	Municipal Legislative Body	Notice of plan adoption	General Public	Upon adoption of the plan	<p>Publish in a newspaper of general circulation within the agency's boundaries, OR,</p> <p>IF there is no newspaper post in at least three (3) public places</p> <p>Suggested: Utah Public Notice Website</p> <p>Each notice shall:</p> <ul style="list-style-type: none"> ✓ Set forth the ordinance adopting the project area plan, OR, a summary of the ordinance, AND ✓ A statement that the project plan is available for general public inspection and the hours for inspection. 	RDA Manager City Recorder	UCA § 17C-4-106
RDA/CDRA – Community Development Project Area and Amendments	Municipal Legislative Body	Notice of adoption of resolution or interlocal agreement with taxing entity committee consenting to funds being used for community development	General Public	Upon adoption of the resolution or interlocal agreement	<p>Publish in a newspaper of general circulation within the agency's boundaries, OR,</p> <p>IF there is no newspaper post in at least three (3) public places</p> <p>Suggested: Utah Public Notice Website</p> <p>Each notice shall:</p> <ul style="list-style-type: none"> ✓ Set forth a summary of the resolution or interlocal agreement, AND ✓ A statement that the resolution or interlocal agreement is available for general public inspection and the hours for inspection. 	RDA Manager City Recorder	UCA § 17C-4-202
Receipt of claim or notice regarding legal action	All Depts.	To protect employees and City from unnecessary risk	Risk management Legal Department	Immediately upon receipt of a claim or notice threatening legal action	Not designated but must contain a description of the manner in which the claim was received and all written documents involved	Employees	Executive Policy
Receipt of claim or notice regarding legal action	City Offices	To protect employees and City from unnecessary risk	City Recorder's office	Immediately upon receipt of a claim or notice threatening legal action	Record claim with City Recorder's office	Risk manager	Executive Policy
Request for Proposals (RFPs)	All Depts.	Public notice of request for proposals	Potential proposers	Not specified	Not specified	City Recorder	City Code

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
Road closure	Public Works	Construction requiring road to be closed	Affected residents and businesses	At least 24 hours before construction	In person or door hanger	Public Works	Unwritten policy
Sale of surplus property		Notice of sale of surplus property	Potential purchasers	Not specified	Not specified	City Recorder	City Code
Solid waste contractor permit	Public Works	Suspension or revocation of permit	Solid waste contractor	At least 10 days before show cause hearing held by PW Division	"Served," in writing stating grounds of complaint, time & place of hearing.		City Code
Street Vacation, right-of-way or easement	Planning	Notice of public hearing to consider vacation	General public <hr/> Affected entities <hr/> Owners of record of land abutting the street to be vacated	At least 10 days before the public hearing	Publish in a newspaper of general circulation in the City. Post on the Utah Public Notice Website Post on or near the street, right-of-way or easement in a manner that is calculated to alert the public <hr/> Mail <hr/> Mail	City Recorder	UCA 10-9a-208
Subdivision Ordinance	Planning	Public hearing by Planning Commission	General Public <hr/> Affect entities	At least 10 days before date of public hearing	Post notice at least three public places within city or on the city's official website Publish notice in a newspaper of general circulation in the area Publish on the Utah Public Notice Website * OR* mail all affected property owners by mail and each adjacent property owner within the parameters specified by city ordinance. <hr/> Mailed	Planning City Recorder	UCA § 10-9a-602 UCA § 10-9a-205

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
Subdivision Ordinance- (Any land use ordinance)	Planning	Public hearing by City Council for any land use ordinance	General Public <hr/> Affect entities	At least 10 days before public hearing	Post notice in at least three (3) public places within Jurisdiction, OR, Post on city website, AND, Publish notice in a newspaper of general circulation in the jurisdiction Post on the Utah Public Notice Website* OR* mail all affected property owners by mail and each adjacent property owner within the parameters specified by city ordinance. <hr/> Mailed	Planning City Recorder	UCA 10-9a-205
Subdivision Ordinance- (Any land use ordinance)	Planning	Any public meeting	General Public	At least 24 hours before the meeting	Post in at least three (3) public locations within the city, OR, Post on the city website.	Planning City Recorder	UCA 10-9a-205(3)
Subdivision Plat or Amendment	Planning	City Council or designee public meeting to consider vacation or amendment	Property owners <hr/> Residents & owners of vacant parcels within 300' of subject property	At least 10 days before the public meeting <hr/> At least 5 days before hearing	Mail and address to the record owner of each parcel within specified parameters of that property or , Post on property proposed for subdivision, in a visible location, with a sign of sufficient size, durability and print quality that is reasonably calculated to give notice to passers-by If includes street vacation, notice must also be published once per week for four (4) consecutive weeks before the hearing in a newspaper of general public circulation and the public hearing shall be before the city council or designee. <hr/> "Deliver" notice	Planning City Recorder <hr/> Planning	UCA 10-9a-207 <hr/> Unwritten Policy
Water line flushing	Public Works	Water line flushed	Residents served by line	When done	In person or door hanger.	Water Dept.	Unwritten Policy

Event	Department	Reason for Notice	Who Gets	When Given	How Given	Responsible	Authority
Water Quality problem	Public Works	Notify people and state problem	Affected residents _____ State Department of Environmental Quality	When discovered	Phone call. Personal visit. _____ Writing	Water Dept.	State law?
Water rationing	Public Works	Water to be rationed	Public	Unclear. Before rationing begins	Unclear. Media, utility bills	Public Works	Unwritten policy
Water shut-off	Water Dept.	Water being shut off	Affected resident	Reasonable notice. Printed on 3rd billing that is delinquent. _____ At least 24 hours before shut-off	Written notice on 3rd billing that is delinquent. _____ Door hanger	Planning	City Code _____ Unwritten policy
Weed abatement		Notice to property owners having weeds needing abatement	Owner or occupant at last known post office address as indicated by county Assessor records	At least 10 days before abatement required	Notice in writing delivered in person or mailed postage prepaid. Proof of service shall be made under oath, which is filed with County Treasurer.	Code Enforcement	City Code
Weed abatement		Notice to pay for abated weeds	Property owner - last known address	After abatement/ payment to be within 20 days of mailing	Registered mail	Code Enforcement	City Code
Weed abatement		Notice to include abatement cost in tax notice	County Treasurer	Within 10 days after abatement	Deliver three (3) copies of statement.	Code Enforcement	City Code
Zoning Ordinance (See land use ordinance and zoning map)							
Zoning – sign violation	Planning	Violation of sign ordinance	Violation	At least 10 days before deadline for correcting violation	Written notice	Zoning Administrator	City Code