



Public Notice Matrix - Section 13.08.030

	Annexation/Rezoning	Rezoning*	Sketch Plan	Preliminary Plan	Final Plat	Site Plan Non-Res/MF	Site Plan (if Push Up)	Condominium Plat	Minor Dev Plat	Plat Correction	Zoning & Sign Code Ordinances	Replat	Vacation**	Use By Special Review	Use By Special Review - Underground Utility
Public Noticing Requirements															
Publish on Town's Website - 15 days prior to a public hearing	✓	✓	✓	✓			✓		✓		✓	✓	✓	✓	
First Class Mailing - 15 days prior to a public hearing - Sent to all property owners whose property abuts subject property for which land use application is made for. Written notice affidavit required prior to hearing date. See Section 13.08.030 for further requirements.	✓	✓	✓	✓			✓		✓			✓	✓	✓	
Sign Posting - 15 days prior to a public hearing. Photograph of installed sign must accompany the sign posting affidavit. See Section 12.08.030 for further requirements.	✓	✓	✓	✓			✓		✓			✓	✓	✓	
Administrative Approval Sign Posting - During referral period						✓									
Mineral Rights Notice - 30 days prior to public hearing. Send notice by certified mail, return receipt requested, or by a nationally recognized overnight courier.	✓	✓	✓	✓					✓			✓		✓	
Annexation Publication - Published 5 consecutive weeks prior to the public hearing	✓														
Registered Mailing - Sent to Special Districts 25 days prior to the public hearing	✓														
Impact Report Mailing - 25 days prior to public hearing ***	✓														
Planning Commission Meeting Required	✓		✓	✓			✓		✓		✓	✓	✓		
Town Council Meeting Required	✓		✓	✓	✓				✓	✓	✓	✓	✓	✓	

* Includes major amendments to a development guide or plan
 ** Vacation requests include lot lines, approved plats or rights-of-way
 *** Required for land located outside of Parker's Urban Growth Boundary