

Chapter II- Notice

Neighborhood Meetings (*recommended*)

Developers are encouraged to hold neighborhood meetings in advance of submitting a formal development application. Town staff must review the notice letter, including a vicinity map, in advance of mailing. Notice of the neighborhood meeting should be sent by US mail to property owners within the adjacent neighborhoods. Notice should also be emailed or mailed to the HOA president for those neighborhoods. Ideally, the neighborhood meeting should be held on a weekday evening and in a location that is convenient for residents in the area to attend.

External Referrals

The Town staff sends out external referrals to outside agencies, jurisdictions, and utilities to solicit input on the application. The referral period is generally 30 days and is timed to coincide with the first staff review so as to not slow down the review process. The comments received as a result of the external referrals will be forwarded to the applicant for consideration of plan/report revisions. The Town staff may forward comments received from external referrals to the Planning Commission and Town Council as part of the public hearing process.

Public Notice

Prior to public hearings, land use applications require the applicant to provide mailed notice to property owners within a minimum of 300 ft. and posting of a sign along the public streets adjacent to the subject property. The Town also provides notice of public hearings on the Town's web site. The Town may initiate community outreach in an effort to expand notification concerning an application or public hearing beyond the minimum requirements set forth in the Municipal Code. Published notice in the newspaper is required for annexations per State law requirements. Per State law, notice to subsurface mineral rights owners is required 30 days prior to the initial public hearing with Zoning, Planned Development Plans, Site Development Plans and Plats. Plat applications are approved administratively and for this reason, require notice to adjacent property owners at the time of application. All development projects are also identified on the "In Your Backyard" page of the website.

Public Notice Requirements

- A. Upon determination of a completed submission of a development application, the types of required notice shall conform to the Public Notice Matrix in the Town of Castle Rock Development Procedures Manual, including: notice by publication in a newspaper of general circulation in the Town of Castle Rock; notice by mail to surrounding property owners; notice by posting a sign on the property; and/or notice by website publication on the Town of Castle Rock website. When public notice is required, such notice shall include:
1. The name of the applicant and/or the property owner;
 2. A general description of the location of the proposed development or action;

3. A brief summary of the requested action and type of application;
 4. A statement that the application is available for review at Development Services during regular business hours or on the Town website and the name and email and/or telephone number for the Development Services staff contact;
 5. The time, date and location of any public hearings; and
 6. The deadline to submit comment or items, for which no public hearing is required, related to the application shall be a minimum of seven (7) calendar days from the date of posting, as set forth in subparagraph (C.) below, and such notice shall include the address where comment may be sent, and to whom such comment should be directed.
- B. In addition to the requirements as set forth in subparagraphs 1.- 6. above, the Director may require any additional information as deemed necessary related to such public notice.
 - C. Public notice is deemed valid the day the notice is posted on the Town's website; the day the notice appears in the newspaper; the day the written notice is postmarked; and/or the day the property is posted.
 - D. Applicants must provide to Town staff, certification of mailed and posted notice in the form of affidavits, including a list of the property owners notified by mail and photos of posted signs.
 - E. Whenever a notice of a public hearing is required, notice shall be provided to the public, pursuant to Town of Castle Rock Municipal Code Section 17.04.060.

The following matrix depicts the type of notice required for each development application type:

Application Type	Public Notice				
	Neighborhood Meeting	Mineral Rights Notice (17.04.080)	Website Notice (17.04.060)	Written Notice (17.04.060)	Posted Notice (17.04.060)
Sketch Plan	Optional	None	Yes	Yes	Yes
Annexation ¹	Optional	None	Yes	Yes	Yes
Zoning/Rezoning	Optional	Yes	Yes	Yes	Yes
Planned Development Plan <i>(including Interchange Overlay)</i>	Optional	Yes	Yes	Yes	Yes
Planned Development Plan Major Amendment or Amending PD Zoning Regulations	Optional	Yes	Yes	Yes	Yes
Planned Development Minor Amendment <i>(Non-Interface)</i>	Optional	none	Yes	none	none
Site Development Plan or Major Amendment <i>(Residential, Interface, or Commercial over 10 acres/100,000 sq. ft.)</i>	Optional	Yes	Yes	Yes	Yes
Site Development Plan-Administrative <i>(Non-Interface Commercial under 10 acres and 100,000 sq. ft.)</i> or Minor Amendment	Optional	Yes	Yes	none	none
Downtown: Site Development Plan and Major Amendment	Optional	none	Yes	Yes	Yes
Use by Special Review-Site Development Plan and Amendment	Optional	Yes	Yes	Yes	Yes

¹ Annexations require additional notice pursuant to Chapter 20.02 of the CRMC.

Application Type	Public Notice				
	Neighborhood Meeting	Mineral Rights Notice (17.04.080)	Website Notice (17.04.060)	Written Notice (17.04.060)	Posted Notice (17.04.060)
Plat/Amended Plat	not necessary	Yes	Yes	Adjacent owners with application submittal	none
Landmark Designation, amendment & removal	not necessary	none	Yes	No	10 days
Landmark Alteration	Optional	none	Yes	No	10 days
Demolition or Relocation	not necessary	none	Yes	No	10 days
Design Review – Craig and Gould Neighborhood	Optional	none	Yes	No	10 days
Skyline/Ridgeline Variance	Optional	none	Yes	Yes	Yes
Zoning Variance	Optional	none	Yes	Yes	Yes
Wireless Facility –New	Optional	none	Yes	Yes	Yes
Wireless Facility -Co-location	not necessary	none	none	none	none
Infrastructure Construction Plans	not necessary	none	none	none	none
Technical Criteria Variance	not necessary	none	none	none	none

Plat Notice. Upon submission of all subdivision plats, the developer shall send out mailed notice to all adjacent property owners. This notice is intended to occur with the initial application submission so that adjacent property owners have ample time to review the requested application and provide input and comments to the subdivider and staff. Developers are also encouraged to hold neighborhood meetings in advance of submitting an application to solicit input from neighborhoods.

The comments and input provided as a part of the administrative notice procedures will be integrated into the staff feedback provided to the developer. If the staff's decision on the application is appealed

to Town Council, the comments and feedback provided to staff during the administrative notice process will be forwarded to Town Council as part of the public record for that hearing.

Mineral Rights Notice. The applicant shall provide written notice within 30 days of the initial application for development on a vacant property to all subsurface mineral rights owners. The written notice must be sent via first class US Mail to the mineral estate owner and shall contain a notice letter, which includes the name of the applicant, time and place of the first public hearing (if applicable), the nature of the application, location and legal description of the property that is the subject of the application (Section 17.04.080). The applicant should utilize the Douglas County Clerk and Recorder to determine the names and addresses of the mineral rights owners.

Written notice prior to public hearing. The applicant shall provide written notice 15 days prior to each public hearing to all property owners within 300 ft. of the subject property. The written notice should be sent via first class US Mail and shall contain a notice letter approved by the Town and a copy of the proposed site plan. The applicant should utilize the Assessor Records of Douglas County, Colorado to determine the names and addresses of the property owners within 300 ft.

Posted notice prior to public hearing. The applicant shall post a sign on the subject property facing each adjacent street at least 15 days prior to public hearing; this gives notice to the general public of the upcoming hearing. The signs are provided by the Town. The applicant must post the sign in a location clearly visible from the public on the street and in a secure manner. The applicant should monitor the sign's condition each day before the hearing to verify that it has not been compromised by wind, weather, or vandalism.

Web Site Notice prior to public hearing. The Town shall post a notice of the hearing on the Town's web page at www.CRgov.com/notices at least 7 days prior to the public hearing.

Submittal of Affidavits. Three days prior to the public hearing, the applicant must submit to the staff Project Manager, the affidavit of mailing with a copy of the notice letter, site plan and list of mailed property owners, and the affidavit of posting with a photograph of each posted sign. The affidavits are made part of the public record and are subject to public review or review by the Courts during any legal actions that might follow the development application action.