



### **What is a Public Notice?**

**PUBLIC NOTICE** refers to the process of advertising and notifying the public of an upcoming community meeting, public hearing or land use application submittal. The Spokane Municipal Code, Chapter 17G.060 governs the exact form, content, and timing for public notice. The Planning Services Department staff will assist you in identifying which types of notice will be required for your application, as well as what information to include in the notice materials. If you have any questions on public notice requirements or procedures you should consult with your staff contact directly or call the Planning Services Department at (509) 625-6300.

There are three types of public notice: posted, individual and legal. Your application may involve one, two or all three types. Check the procedure handout for your application type to determine which forms of public notice are required for your application. In each case, it will be your responsibility as the applicant to complete the notice requirements for your application and to provide written verification, in the form of an affidavit, that notification has been properly given. Depending on the specific type of application, you may have to provide each type of notice one, two or three times: once for the community meeting (if required), once for the notice of application, and once again for the notice of public hearing (if required). The Notice of Application may be combined with the Notice of Public Hearing in some cases.

### **What are the types of Public Notice?**

**POSTED NOTICE** is given by posting a sign (or signs) on the property and by posting copies of the written notice at City Libraries, City Hall and other official public notice posting locations.

**INDIVIDUAL NOTICE** is a written notice, mailed by regular U.S. Mail or delivered by personal service to all owners and occupants of property within four hundred feet of the subject property.

**LEGAL NOTICE** is given by having an advertisement placed in a legal newspaper of general circulation. The Spokesman Review is an example of a legal newspaper of general circulation. Newspaper notices are published on the same day of two consecutive weeks.

### **What is included on a Public Notice?**

Your staff contact will use your notification map application and other information on file to prepare the notice instructions, including the exact contents of the public notice. The notice will include a description of the proposal, the location of the subject property, the file number, the telephone number of a person to contact for more information, a map showing the location of the subject property and the time and location of any community meetings or public hearings and the date when comments are due. The contents of the notice will change depending on the stage of your application. Your staff contact will provide you with notice instructions at each stage that notice is required.

### **What are the steps to follow for each notice?**

The first step of the public notice process is to apply for a Notification District Map through the Planning Services Department. A completed application and the appropriate fee must be submitted before the map will be prepared. The map will show the subject property and the boundaries of the notification district and will be used by the applicant to compile a list of people who are to receive individual notice and for other notice and processing purposes. After you have received your map, you will proceed with one or more of the following notice procedures:

#### **INDIVIDUAL NOTICE:**

1. **OBTAIN A MAILING LIST FOR THE INDIVIDUAL NOTICE.** You will use the notification map that was prepared by the Planning Services Department to develop a list of owners and taxpayers from the Spokane County Assessor's records. You can do this yourself directly through the Assessor's office or you can have a title company

prepare the list. You will also need to make sure that the occupants of property within the district receive the notice in those cases where the occupants are different from the owner and taxpayers. Copies of the notice must also be sent to any person or organization that submits a written request to receive a copy of the notice (including any neighborhood organization) and to any agency with jurisdiction. The Planning Services Department will indicate those agencies with jurisdiction that must receive the notice.

2. **MAIL OR DELIVER INDIVIDUAL NOTICES.** The Planning Services Department will provide you with a photocopy of the individual notice. The applicant makes copies of the notice, together with a map, which must then be mailed or delivered to each of those persons on the mailing list. The notices must be mailed at least 15 calendar days before the date scheduled for a public hearing.
3. **COMPLETE AND RETURN AFFIDAVITS OF MAILING OR DELIVERY.** It is the responsibility of the applicant to mail or deliver the individual notices. Completing and returning a notarized affidavit documents the completion of this requirement. The affidavit must be returned before the next step of the process (such as scheduling a hearing or issuing a decision) can be completed. An affidavit form is included in the application packet. Filing the affidavit completes the individual notice procedure.

### **POSTED NOTICE:**

1. **PREPARE A SIGN OR SIGNS FOR POSTING.** Using the information you will receive from the Planning Services Department, you will have a sign or signs constructed containing the information regarding the application and the community meeting or public hearing. More than one sign may be required where the site fronts on more than one arterial or has more than four hundred feet of frontage. The Planning Services Department will advise you on the number of signs that will be required. The sign must be constructed of durable material, such as plywood or plastic signboard. There are several local companies that will make your signs or you can choose to do it yourself.
2. **INSTALL THE SIGN ON THE SUBJECT PROPERTY.** The sign must be posted on the site in a location clearly readable by persons passing by the site. When the sign is advertising the public hearing, it must be posted at least fifteen days before the date scheduled for the hearing.
3. **POST COPIES OF WRITTEN NOTICE AT OFFICIAL POSTING LOCATIONS.** Copies of the written notice must be posted at the main library and branch library closest to the project site, at City Hall and at any other formally designated official public notice posting locations.
4. **COMPLETE AND RETURN AFFIDAVITS OF POSTING.** It is the responsibility of the applicant to post the notice (sign) on the site and to deliver the copies of the written notice to the official posting locations. Completing and returning a notarized affidavit documents the completion of this requirement. The affidavit must be returned before the next step of the process (such as scheduling a hearing or issuing a decision) can be completed. An affidavit form is included in the application packet.
5. **REMOVE THE SIGN AFTER THE HEARING OR AFTER THE CLOSE OF THE PUBLIC COMMENT PERIOD.** The sign(s) posted on the site must be removed no later than seven days after the public hearing or, in those cases where there is no hearing required, no later than seven days after the close of the public comment period. An affidavit must be completed stating that the sign has been removed. No decision on an application will be made until the affidavit is returned to the decision maker. Filing the affidavit completes the posted notice procedure.

### **LEGAL NOTICE:**

1. **PLACE AN AD IN THE SPOKESMAN REVIEW.** The Planning Services Department will provide you with the text of the ad and with a map. The ad is to be placed in the legal notices section of the newspaper. The ad must be published twice, the first time at least 15 days prior to the hearing date and the second time on the same day of the following week.
2. **COMPLETE AND RETURN AFFIDAVIT OF LEGAL NOTICE.** It is the responsibility of the applicant to have the ad published in the newspaper. Completing and returning a notarized affidavit documents the completion of this requirement. The affidavit must be returned before the next step of the process (such as scheduling a hearing or issuing a decision) can be completed. An affidavit form is included in the application packet. Filing the affidavit completes the legal notice procedure.

For more information contact:

**Planning Services Department**  
**3<sup>rd</sup> Floor, City Hall, 808 W. Spokane Falls Blvd.**  
**Spokane, Washington 99201**  
**(509) 625-6300**

**[www.spokaneplanning.org](http://www.spokaneplanning.org)**