

PUBLIC NOTICE AND APPLICANT NOTICING REQUIREMENTS**Section 601—Purpose:**

As required and provided by the Act, the City is required to provide notice of all public hearings and public meetings for adoption or modification of this Ordinance and when an Application required by this Ordinance is considered by the Commission, Council or Zoning Administrator. The notice requirements of the City for public hearings and public meetings, and required Applicant notice regarding matters required by this Ordinance are provided by this Chapter.

Section 602—Required Notice of Public Hearings and Public Meetings to Consider General Plan or General Plan Amendment Applications:

1. **Public Hearings.** The City Recorder for public hearings before the Commission and Council shall provide notice of each public hearing to consider the adoption or any modification of the Richfield City General Plan, as presented by a General Plan Amendment Application, as follows:
 - 1.1. Notice of the date, time, and place of each public hearing, at least ten (10) calendar days before the public hearing, which notice shall be:
 - 1.1.1. Published in a newspaper of general circulation within Richfield City.
 - 1.1.2. Mailed to each “affected entity” as defined herein and the Act, including, but not limited to;
 - 1.1.2.1. Sevier County Board of County Commissioners.
 - 1.1.2.2. Utah Power.
 - 1.1.2.3. Qwest.
 - 1.1.2.4. Questar.
 - 1.1.2.5. Bureau of Land Management.
 - 1.1.2.6. United States Forest Service.
 - 1.1.2.7. Utah Department of Transportation.
 - 1.1.2.8. Sevier County Mosquito Abatement.
 - 1.1.2.9. Sevier County Special Service District #1.
 - 1.1.2.10. Sevier County Special Service District #2.
 - 1.1.2.11. Central Water Works Company.
 - 1.1.2.12. Central Valley Town Board.
 - 1.1.2.13. Sevier School District.
 - 1.1.2.14. Other agencies created under the definition of an “affected entity”

- 1.1.3. Posted in at least three (3) public locations within the City; or on the City's official website.
 - 1.2. Notice of the date, time, and place of each public hearing shall be mailed at least ten (10) calendar days before the public hearing to each Applicant for a General Plan Amendment Application, as required by the Act.¹
 - 1.3. Provide to each Applicant a copy of each staff report regarding the Application at least three (3) business days before the public hearing.
2. **Public Meetings.** The City Recorder for public meetings before the Commission and Council, shall provide notice of each public meeting to consider the adoption or any modification of the Richfield City General Plan, as presented by a General Plan Amendment Application, as follows:
 - 2.1. Notice of the date, time, and place of each public meeting, at least twenty-four (24) hours before the meeting, which notice shall be:
 - 2.1.1. Published in a newspaper of general circulation within Richfield City, and
 - 2.1.2. Posted in at least three (3) public locations within the City; or on the City's official website.
 - 2.2. Notice of the date, time, and place of each public meeting shall be provided at least twenty four (24) hours before the meeting to each applicant for a General Plan Amendment Application, as required by the Act.²
 - 2.3. Provide to each Applicant a copy of each staff report regarding the Application at least three (3) business days before the public meeting.
3. **Notice of Final Action.** The City Recorder shall notify the Applicant of any final action taken by the Council for any Application related to the adoption or any modification of the Richfield City General Plan.

Section 603—Required Notice of Public Hearings and Public Meetings to Consider the Adoption or any Modifications of Land Use Ordinances, including this Ordinance, Zoning Districts Map, other Official Maps and Notice of Final Action:

1. **Public Hearings.** The City Recorder for public hearings before the Commission and Council shall provide notice of each public hearing to consider the adoption or any

¹ If the City Recorder fails to comply with the requirements of Subsection 1.2 or 1.3 or both, an Applicant may waive the failure so that the Application may stay on the public hearing agenda and be considered as if the requirements had been met.

² See Foot Note #1.

modification of a Land Use Ordinance, including this Ordinance, Zoning Districts Map, or other Official Map, as presented by a Land Use Ordinance Amendment Application, Zoning Districts Map Amendment Application, or Official Map Amendment Application as follows:

- 1.1. Notice of the date, time, and place of each public hearing, at least ten (10) calendar days before the public hearing, which notice shall be:
- 1.2. Published in a newspaper of general circulation within Richfield City.
- 1.3. Mailed to each "affected entity" as defined herein and the Act, including, but not limited to;
 - 1.3.1. Sevier County Board of County Commissioners.
 - 1.3.2. Utah Power.
 - 1.3.3. Qwest.
 - 1.3.4. Questar.
 - 1.3.5. Bureau of Land Management.
 - 1.3.6. United States Forest Service.
 - 1.3.7. Utah Department of Transportation.
 - 1.3.8. Sevier County Mosquito Abatement.
 - 1.3.9. Sevier County Special Service District #1.
 - 1.3.10. Sevier County Special Service District #2.
 - 1.3.11. Central Water Works Company.
 - 1.3.12. Central Valley Town Board.
 - 1.3.13. Sevier School District.
 - 1.3.14. Other agencies created under the definition of an "affected entity"
- 1.4. Posted in at least three (3) public locations within the City; or on the City's official website.
- 1.5. Notice of the date, time, and place of each public hearing shall be mailed at least ten (10) calendar days before the public hearing to each Applicant for a Land Use Ordinance Amendment Application, including an Amendment to this Ordinance, Zoning Districts Map Amendment Application, or Official Map Amendment Application, as required by the Act.³
- 1.6. Provide to each Applicant a copy of each staff report regarding the Application at least three (3) business days before the public hearing.
- 1.7. Notice of Final Action. The City Recorder shall notify the Applicant of any final action taken by the Council for any Application related to the adoption or any

³ If the City Recorder fails to comply with the requirements of Subsection 1.2 or 1.3 or both, an Applicant may waive the failure so that the Application may stay on the public hearing agenda and be considered as if the requirements had been met.

modification of to each Applicant for a Land Use Ordinance Amendment Application, including an Amendment to this Ordinance, Zoning Districts Map Amendment Application, or Official Map Amendment Application.

2. **Public Meetings.** The City Recorder for public meetings before the Commission and Council, shall provide notice of each public meeting to consider the adoption or any modification of a Land Use Ordinance, including this Ordinance, Zoning Districts Map, or other Official Map, as presented by a Land Use Ordinance Amendment Application, Zoning Districts Map Amendment Application, or Official Map Amendment Application as follows:

2.1. Notice of the date, time, and place of each public meeting, at least twenty-four (24) hours before the meeting, which notice shall be:

2.1.1. Published in a newspaper of general circulation within Richfield City, and

2.1.2. Posted in at least three (3) public locations within the City; or on the City's official website.

2.2. Notice of the date, time, and place of each public meeting shall be provided at least twenty four (24) hours before the meeting to each applicant for a Land Use Ordinance Amendment Application, including an Amendment to this Ordinance, Zoning Districts Map Amendment Application, or Official Map Amendment Application, as required by the Act.⁴

2.3. Provide to each Applicant a copy of each staff report regarding the Application at least three (3) business days before the public meeting.

2.4. Notice of Final Action. The City Recorder shall notify the Applicant of any final action taken by the Council for any Application related to the adoption or any modification of to each Applicant for a Land Use Ordinance Amendment Application, including an Amendment to this Ordinance, Zoning Districts Map Amendment Application, or Official Map Amendment Application.

Section 604—Required Notice for Other Public Hearings:

When required by the provisions of this Ordinance for a Land Use Application, the City Recorder for public hearings before the Commission and Council shall provide notice of each public hearing as follows:

1. Notice of the date, time, and place of each public hearing, at least ten (10) calendar days before the public hearing, which notice shall be:

⁴ If the City Recorder fails to comply with the requirements of Subsection 1.2 or 1.3 or both, an Applicant may waive the failure so that the Application may stay on the public hearing agenda and be considered as if the requirements had been met.

- 1.1. Published in a newspaper of general circulation within Richfield City.
- 1.2. Posted in at least three (3) public locations within the City; or on the City's official website.
2. Notice of the date, time, and place of each public hearing shall be mailed at least ten (10) calendar days before the public hearing to each Applicant.
3. Provide to each Applicant a copy of each staff report regarding the Application at least three (3) business days before the public hearing.
4. Notice of Final Action. The City Recorder shall notify the Applicant of any final action taken by the Zoning Administrator, Commission or Council for any Land Use Application.

Section 605—Required Notice for Other Public Meetings:

When required by the provisions of this Ordinance for a Land Use Application, the City Recorder for public meetings before the Zoning Administrator, Commission and Council shall provide notice of each public hearing as follows:

1. Notice of the date, time, and place of each public hearing, at least twenty-four (24) hours before the public meeting, which notice shall be:
 - 1.1. Published in a newspaper of general circulation within Richfield City.
 - 1.2. Posted in at least three (3) public locations within the City; or on the City's official website.
2. Notice of the date, time, and place of each public meeting shall be provided at least twenty four (24) hours before the meeting to each applicant for a Land Use Application.
3. Provide to each Applicant a copy of each staff report regarding the Application at least three (3) business days before the public meeting.
4. Notice of Final Action. The City Recorder shall notify the Applicant of any final action taken by the Council for any Application related to the adoption or any modification of to each Applicant for a Land Use Ordinance Amendment Application, including an Amendment to this Ordinance, Zoning Districts Map Amendment Application, or Official Map Amendment Application.

Section 606—Notice Challenge:

If notice given under authority of this Chapter, and the authorities of the Act, is not challenged within thirty (30) calendar days after the meeting(s), or action for which notice is given, as required by the Act, the notice is considered adequate and proper.

Section 607—Courtesy Notice:

In addition to the public hearing and public meeting notice required by this Chapter, and in the interests of favoring public awareness and participation, the City may also provide courtesy notice, in addition to the mandatory public hearing notice required by this Chapter. Public Hearing courtesy notice may be provided as follows:

1. Public Hearings. The City Recorder for public hearings before the Council and Commission may provide notice of the public hearing, as follows:
 - 1.1. Notice of the date, time, and place of each public hearing mailed at least ten (10) calendar days before the public hearing to each property owner whose property is located within four hundred (400) feet of the property that is the subject of the public hearing. Notice provided under this part shall include all properties located within the boundaries of Richfield City and located within the boundaries of an adjacent jurisdiction, including the unincorporated areas of Sevier County.
2. Notice Challenge. Courtesy notice given under authority of this Section shall not be a basis for a challenge of notice, as provided by the Act.