

PROJECT NAME:

AFFIDAVIT - NOTICE REQUIREMENTS

Meeting Type:

- Neighborhood Meeting, held on _____ (date)
- Concept Review Meeting, held on _____ (date)
- Land Use Review Commission Meeting, held on _____ (date)
- City Council / BURA Meeting, held on _____ (date)
- Neighborhood Board of Adjustment Meeting, held on _____ (date)

Notice Type: ('x' all that apply)

- Mailing Notices, completed on _____ (date)
- Sign Posting, completed on _____ (date)

As a representative of the applicant, I hereby certify that the notice requirements for this project, as specified above have been met. Mail notice has been sent via first class mail to the property owners within _____ feet (*1,000 foot minimum*) of the outer boundaries of the subject property, and I have posted the notice on the property, as shown on the attached photos.

Signed _____

Print Name: _____

Important Notice Requirements:

- Mailings and sign postings must occur a minimum of 10 days prior to the meeting, however, it is highly recommended to send mail notices 15 days in advance of a hearing.
- All applicants need to provide a mailed notice to the project planner.
- Record owners must be determined as of not more than sixty days prior to the date notice is sent.
- Mail notices must be sent via first class mail.
- Please use the City and County of Broomfield, Planning Division in the return address for mailings using an envelope.
- Full list of notice requirements can be found in [BMC 17-52](#).

Attachments:

- Map and/or photos of the notice sign(s) posted on the property
- Complete list of the property owners outside of CCOB limits within 1,000 feet (if applicable)