

# PUBLIC HEARING CHECKLIST

---

## Road Abandonments / Realignment

<u>Date</u>	<u>By</u>	<u>Action</u>
_____	_____	Green Sheet submitted to County Admin / BOCC Office (preferably at least two weeks prior) to request the item be placed on the BOCC meeting agenda. Draft Ordinance and draft Public Hearing Notice approved by the County Attorney.
_____	_____	Presentation of project w/ applicant and/or applicants representative to BOCC and request concurrence for scheduling a public hearing.
_____	_____	Tentative public hearing date of _____ at _____ am / pm scheduled with County Admin / BOCC Office
_____	_____	Green sheet package to BOCC. Once date confirmed advise the Applicant of same and of his/her obligations (below).
_____	_____	Forward Public Hearing Notice to PIO for Press Release which is posted on the County website by PIO
_____	_____	Applicant posted property (at locations approved by DPW&T) with public notice by <u>(insert date)</u> with affidavit(s) completed. Satisfies 1 of the 3 posting locations in the Election District requirement.
_____	_____	DPW&T posted 2 additional locations in the Election District, and placed copies of notice and backup information in three (3) public libraries by <u>(insert date)</u> , with affidavit(s) completed.
_____	_____	County (DPW&T) sends to Enterprise newspaper for advertisement on August 30 and September 6, 2013 (2 consecutive weeks, less than 30 days and more than 7 days in advance of public hearing). DPW&T to obtain Certification of Publication from Enterprise. <i>NOTE: Invoice for advertisement to be forwarded and paid for by Applicant.</i>
_____	_____	Applicant sent notices (certified and 1 <sup>st</sup> class) to all property owners within 200' of realignment by <u>(insert date)</u> . Copies forwarded to the County DPW&T.
_____	_____	Public hearing held at _____ am / pm followed by ten (10) day comment period
_____	_____	Green sheet to BOCC for decision to approve, deny, defer, or amend the request. <i>Verify advertisement has been paid for by the Applicant.</i>
_____	_____	BOCC decision