Required Community Meeting for a Proposed Change in Land Use

**Introduction** – You have submitted a proposal to change the land use on a property within unincorporated Elbert County. This type of request requires a community meeting to inform neighboring and affected property owners and any known home owners’ associations in the vicinity of the proposed land use change. The community meeting will provide an opportunity for the applicant to answer any community concerns about the proposal and to solicit community input early in the application process. The required community meeting must occur prior to formal submittal of the application. The following requirements must be satisfied prior to your application being accepted by Elbert County.

**Step 1 – Location of the Community Meeting**

The applicant and/or the applicant’s representative is responsible for arranging the date, time, and location of the community meeting. The meeting location should be in the general vicinity of the subject property. Coordination with the assigned Case Manager is required prior to reserving a community meeting date and location to confirm the Case Manager or other County staff person may be able to attend the community meeting.

**Step 2 – Mailing Notification Procedure**

The applicant shall be responsible for notifying adjacent property owners within 1,320 feet of the subject property, at least 14 days prior to the community meeting with a mailed notice explaining the community meeting. The following procedure must be followed:

1. The applicant must obtain a list and map of all property owners within 1,320 feet of the subject property from the Elbert County Assessor’s Office.

2. The applicant must complete the “Citizens Notification of Meeting to Discuss a Preliminary Land Use Application”, included in this guide. The form must be accompanied by a vicinity map showing the location of the subject property, and must be reviewed by CDS staff prior to mailing. Applicant shall send the notice by First Class Mail, postmarked at least 14 days prior to the Community Meeting.
3. Seven (7) days prior to the community meeting, the applicant must provide CDS staff with the following items:

   a) A copy of the Assessor’s printout;

   b) A statement signed and dated by the applicant and/or applicant’s representative that indicates the date the notices were mailed and that each property owner within 1,320 feet of the subject property was sent the notice for the community meeting. Also provide the list of all property owners included in the mailing that were notified.

   c) A copy of the completed “Citizens Notification of Meeting to Discuss a Preliminary Land Use Application” form and vicinity map that was sent to each property owner.

**Step 3 – Posting for the Community Meeting**

1. Notification sign(s) that show the purpose, date, time and location of the meeting will be provided by Elbert County CDS. The Case Manager will provide CDS staff with information regarding the number and location of sign postings. Signs are $60 each and can be picked up at the CDS Office.

2. The applicant shall post the signs upon the subject property at least 14 days prior to the community meeting.

3. The applicant shall provide a legible photo and the affidavit of posting, to CDS staff no less than seven (7) days in advance of the first public hearing. The affidavit of posting form is included with this guide.

4. The sign(s) must remain posted until after the community meeting has been completed, and must be removed within two (2) weeks of the conclusion of the meeting.

**Step 4 – Conducting the Community Meeting**

The applicant is responsible for presenting the proposal and for facilitating an orderly meeting. The applicant may act as the meeting facilitator or the applicant may appoint another person to fill the role.

The Case Manager or staff person in attendance may answer questions regarding the Elbert County application procedures and processes related to this application.

**Meeting Format:**
1. Sign in sheet: The facilitator will greet people as they enter the meeting and provide the opportunity for meeting attendees to leave their name, address, email and phone number on the meeting attendance sheet included in this guide.

2. Introduce the Community Meeting: The introduction shall include the purpose of the meeting and the identification of the facilitator, applicant, CDS staff and any community group representatives. The facilitator will outline the time frames involved with the meeting and indicate when the meeting is to conclude.

3. Present the Proposal: The applicant will provide an overview of the proposed land use application and how the existing land uses and/or zoning may change if the request is approved by the Board of County Commissioners at a later public hearing. The applicant should be prepared to discuss various ways to mitigate impacts on the community related to the proposal.

4. Monitor the Asking/Answering of Questions: Allow community members to ask questions and provide the applicant an opportunity to respond to the questions from those in attendance.

5. Record comments and concerns: Keep a written record of the questions asked by the community. If agreements are reached between the applicant and the community, those should be incorporated and or addressed in the formal application.

6. Conclude the Meeting: Summarize community concerns and how those concerns will be addressed. State the applicant’s next steps, and provide information on how the community can contact the applicant.

**Step 5 – Post-Meeting**

Following the community meeting, the applicant shall provide the CDS Department with a copy of the sign-in sheets and any meeting notes. The applicant shall incorporate feedback and input that addresses community concerns into the formal land use application. The applicant shall work with the CDS Department to determine the submittal requirements for the formal application.
OFFICIAL NOTIFICATION

Date: ________________________________

Citizen’s Notification of Meeting to Discuss a Preliminary Land Use Application

Dear Property Owner:

Please be informed that the land use proposal described below has been submitted to Elbert County for a preliminary review. This notice is being sent to nearby property owners, and applicable Homeowner’s Associations in order to encourage public participation in the review process. As your comments are valuable to us, we hope that you will attend this community meeting.

Date of Community Meeting: ________________________________

Time of Community Meeting: Start Time: ____________ Finish Time: ____________

Location of the Community Meeting: ________________________________

Address of Location: ________________________________

Project Name: ________________________________

Address of Project: ________________________________

Case Manager: _________________________ Phone No.: _________________________
e-mail: ________________________________

Project Description:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Sincerely,

_____________________________________________
Applicant/Representative

For further information, please contact ________________________(applicant/owner) at ________________________________

(Attach a Vicinity Map of the subject property for the proposed land use request)
Community Meeting Sign-In Sheet

Project Name: __________________________________________

Meeting Date: _______________________

Applicant/Representative: ________________________________

CDS Staff in Attendance: ________________________________

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AFFIDAVIT OF SIGN POSTING

Project Number: 

Project Name: 

Applicant Name: 

Notarized Certification:

I hereby certify under oath that the required notice signs were posted on the subject property for 14 consecutive days as required by the Elbert County Zoning Regulations

(Day), (Month), (Year), Initial day of posting

________________________________________
Signature

________________________________________
Date

State of Colorado )
) ss.
County of )
Subscribed and sworn before me this _________ day of __________________ 20___

________________________________________
by ___________________