

## PUBLIC NOTICE PROCEDURES

### RESIDENTIAL VARIANCE

#### PLACARD REQUIREMENTS

- Staff will prepare the placard(s) approximately three (3) weeks prior to the scheduled public hearing and contact the applicant for pick up by email.
- The applicant is responsible for picking up the placard(s) and posting it on the property **at least fifteen (15) calendar days prior to the public hearing.**
- The placard(s) must be posted within fifteen (15) feet of the front property line(s).
- The placard shall be a minimum of 11" x 17" in size.
- One (1) placard is required for non-corner lots and two (2) placards are required for corner lots. At the discretion of the Division Manager, the size and number of placards on a property may be increased.
- The placard(s) shall state the time and place of the hearing and the nature of the matter to be discussed.
- The Affidavit of Posting provided with the placard(s) shall be completed, **signed before a Notary** and **provided to staff prior to the public hearing** by the applicant along with photographs of the posted placard(s).

#### MAILED NOTICES

- The County will provide notice by U.S. Mail, at least **fifteen (15) calendar days** prior to the scheduled public hearing, to all adjacent property owners from the property under consideration. Additional properties may be given notice at the discretion of the Division Manager.
- Notice of public hearings shall contain, at a minimum, the following information:
  - The date, time and location of the public hearing;
  - A description of the location of the property for which a variance is pending, including, but not limited to, one of the following: a map; a street address; a subdivision lot and block designation; or the tax map (parcel identification number) designation of the Seminole County Property Appraiser; and
  - The substance or nature of the matter under consideration.