



PUBLIC NOTICE MAILING REQUIREMENTS

In accordance with Section 21-3 of the Village of North Palm Beach Code of Ordinances, you are required to notify the general public of your proposal and to provide members of the public with a contact number to obtain additional information. The attached instructions, specifications and list of materials provide the guidance you will need to meet the Village’s public mailing requirements. Please read carefully and mail your public notices without delay.

- All notices shall be provided by first-class mail, unless otherwise required by community director. Mail notices shall be postmarked no later than the minimum number of calendar days as required as stated below.
- Mail for all privately initiated applications shall be provided to all property owners of record, excluding property owned by the applicant, within 500 feet of the property to which the development order application or amendment relates.
- The list of property owners shall be derived from the most recent official tax roll of Palm Beach County. The applicant shall provide an affidavit attesting to the completeness and accuracy of the property owner’s list.
- The applicant shall provide and mail and required notices, and provide an affidavit that notice was sent to all property owners included in the property owner’s list.

Date Received

Project Number

Public notice requirements for development applications and approvals [Sec. 21-3(a)]						
	Planning Commission/LPA/ Zoning Board of Adjustment			Village Council		
	Mail*	Newspaper*	Post*	Mail*	Newspaper	Post*
<i>Rezoning</i>	10	7	15	10	Statutory notice for ordinance adoption	15
<i>Large-scale Comprehensive Plan Amendment</i>	10	7	15	10	Statutory notice for ordinance adoption	15
<i>Small-scale Comprehensive Plan Amendment</i>	10	7	15	10	Statutory notice for ordinance adoption	15
<i>Variance**</i>	7	7	10	N/A	N/A	N/A
<i>Planned Unit Development</i>	10	7	15	10	Statutory notice for ordinance adoption	15
<i>Special Exception Use</i>	10	7	15	10	Notice of public hearing or statutory notice for ordinance adoption (if within a PUD)	15

* Number of calendar days prior to date of public hearing.

** The notice requirements for variances shall include all variances relating to the zoning code (Chapter 45), the dock and waterway regulations (Chapter 5), and the sign regulations (Chapter 6).

Public Notice Mailing Requirement Specifications	
Unless otherwise required herein, mail notices of a public hearing shall contain the following content information:	
	Title and substance of proposed ordinance or development order
	Time, date and location of the public hearing
	Location of the property affected by the application with reference to the nearest intersection of two or more streets
	Name, address and telephone number of the office where additional information can be obtained
	Location and times where proposed ordinance or development order application may reviewed

AFFIDAVIT OF PUBLIC NOTICE MAILING REQUIREMENTS

Notice of (Check all that apply):

Rezoning	Large-Scale Comprehensive Plan Amendment	Small-Scale Comprehensive Plan Amendment
Variance	Special Exception	Planned Unit Development (PUD)

Project: _____
 Applicant: _____
 Location: _____

In order to assist in providing adequate notice to interested parties, the applicant shall mail the required notices pursuant to Section 21-3 of the Village of North Palm Beach Code of Ordinances. It shall be the responsibility of the applicant to mail the required notices prior the public hearing.

I, _____,
 representing _____,
 declare as follows:

On the _____ day of _____, 20_____, I mailed the required notices within 500 feet of the property referenced above to notify the public of Village action regarding Project File No. _____.

See attached mailing list for proof.

Signature(s) of applicant/representative Print Name Date

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,

By means of physical presence / online notarization by:

 (Name of person making statement).

Who is personally known to me ____ or has produced identification ____

Type of Identification produced: _____

 (Signature of Notary) { NOTARY STAMP }