



SAMPLE

January 22, 2009

Dear Applicant(s),

As part of the required notification process in preparation of the January 8, 2009 Planning and Zoning Commission Meeting it is required that the applicant be responsible for mailing the notification letters to property owners that are within a 200' radius of the subject property. Please ensure that the following procedures are followed:

1) **Notice to Property Owners - For the required public hearing, the applicant must mail the Notice of Public Hearing by first class-mail at least fifteen (15) calendar days prior to the date of the hearing to the following:**

- a) All property owners of record within two hundred (200') of the site;
- b) Statutory Agents of properties that are owned by any type of legal entity (including, but not limited to, corporations, partnerships, companies, etc.). The Statutory Agents can be found by searching for the name of the business, LLC, Inc., etc on the Arizona Corporation Commission Website. Follow the link below.

<http://starpas.azcc.gov/scripts/cgiip.exe/WService=wsbroker1/connect.p?app=names-report.p>

- c) Any person or group who has requested notice in writing.
- d) Return address on the envelope shall be addressed to:

City of Casa Grande
Development Center
510 E. Florence Blvd.

Casa Grande, AZ 85222

*** Failure to provide proper notification as detailed above and or info for all property owners of record and statutory agents within 200 ft of the project site will result in the continuation and or postponement of your case***

ATTACHED IS THE NOTICE OF PUBLIC HEARING (TEMPLATE) THAT MUST BE USED

The applicant shall submit to the Development Center of the City of Casa Grande a signed affidavit of mailing (first class mail) ten (10) Days prior to the public hearing along with a list of all property owners and Statutory Agents that were notified. Failure of the applicant to provide evidence of mailing will result in a postponement of the public hearing item.

ATTACHED IS A SAMPLE OF THE REQUIRED AFFIDAVIT.

THE LABELS FOR THE PROPERTY OWNERS MUST BE IN THE FOLLOWING FORMAT:

PARCEL NUMBER
NAME
ADDRESS
CITY STATE ZIP

2) Sign Posting on the Project Site -

The applicant must post a Notice of Public Hearing Sign for their request(s) at least fifteen (15) calendar days prior to the date of the public hearing. The applicant is responsible for posting the sign on the property, subject to the following specifications and requirements:

a) Posting, maintenance, and removal of signs are the responsibility of the applicant. The applicant must remove all signs within ten (10) days following the public hearing. If the sign is not removed on time, the City of Casa Grande will remove the sign and charge the applicant a removal fee;

b) The sign must comply with the sample sign posting available in the application packet for your request, or on the web site at: <http://www.casagrandeaz.gov/web/guest/devforms> , or contact your project planner.

NOTE the project description/purpose on the attached notification template is what must be on the sign in addition to all other required information.

c) The applicant must submit a signed and dated affidavit of posting, and photos of the posted signs ten (10) days prior to the public hearing. ATTACHED IS A SAMPLE OF THE REQUIRED AFFIDAVIT.

d) Failure of the applicant to provide evidence of posting will result in a postponement of the public hearing.

Thank you for your cooperation in this important matter! If you have any questions do not hesitate to contact the project planner assigned to your case.