

**Table 28L-2. Notice Requirements.**

Type of Notice (Responsible Party)	Requirements	Map Amendment	Text Amendment	Conditional Use	Variance	Demolition
Preapplication (Applicant)	Applicant must notify the following persons at least thirty (30) days before filing an application. Notice shall be by U.S. mail or electronic mail, with a copy to the Department Director and the Zoning Administrator.					
	<ul style="list-style-type: none"> <li>neighborhood association registered with City that serves the area where the property is located</li> </ul>	✓	✓	✓		✓
	<ul style="list-style-type: none"> <li>business association listed with City that serves the area where the property is located</li> </ul>	✓	✓	✓		✓
	<ul style="list-style-type: none"> <li>any person registered with the Department of Department of Planning and Community and Economic Development to receive such notice</li> </ul>					✓
	<ul style="list-style-type: none"> <li>the alderperson of the district in which the property is located.</li> </ul>	✓	✓	✓		✓
	Failure to provide pre-application notice does not invalidate any action taken on the application by the Plan Commission or Common Council. The neighborhood notice requirement may be waived, if approved by the Alderperson, and Director of Planning and Community and Economic Development.					
Publication (City)	Class 1 notice in the official city paper (see ch. 985 WSA).				✓	
	Class 2 notice in the official city paper (see ch. 985 WSA).	✓	✓	✓		✓
First class mail (City)	Recipients:					
	<ul style="list-style-type: none"> <li>the applicant</li> </ul>			✓	✓	✓
	<ul style="list-style-type: none"> <li>the alderperson of the district in which the property affected is located.</li> </ul>	✓		✓	✓	✓
	<ul style="list-style-type: none"> <li>the owners of record, as listed in the office of the City Assessor, and occupants of multi-tenant buildings, of property in whole or in part situated within two hundred (200) feet of the boundaries of the properties affected.</li> </ul>	✓		✓		✓
<ul style="list-style-type: none"> <li>the owners of record, as listed in the office of the City Assessor, and occupants, of adjoining property.</li> </ul>				✓		
Signage (Applicant)	Obtain the sign from the Department of Planning and Community and Economic Development, on the property that is the subject of the application. The sign must list the times and locations of all public hearing(s) to consider the application. The sign shall be posted at least twenty-one (21) days prior to the public hearing and shall be located in a position on the property so that it can be read from the sidewalk or other public right-of-way. If a property abuts more than one (1) public right-of-way, a sign shall be placed facing each public right-of-way. The sign shall be removed within seven (7) days of the last hearing listed on the sign. Failure to post the sign shall not invalidate any action taken on the application by the Plan Commission or Common Council.	✓		✓		✓