PUBLIC NOTIFICATION POLICIES FOR LAND USE ITEMS

POLICY NO. 37-01

PURPOSE: To provide for guidelines and procedures designed to supplement the required Code and Statutory public notice requirements for land use applications. For the purposes of this policy, the term "Code" shall mean Appendix A of the Hernando County Code of Ordinances, and the term "Statutory" shall mean Chapter 163, Part II Florida Statutes. For the purposes of this policy, the term "land use applications" shall mean future land use map amendments, zoning changes, master plan approvals, conditional use permits requiring Planning and Zoning Commission review, special exception permits and variances. Unless specified, the term "Department" shall mean the Planning Department or Zoning Division.

Policy:

A. NOTIFICATION OF HOMEOWNERS ASSOCIATIONS AND INTERESTED GROUPS

1. Any homeowners association or interested group associated with the homeowners association or neighborhood, that desires to receive mailed notice for a particular area, or neighborhood, may register information with the Planning Department including their name, a primary contact person, and mailing address. The homeowners association or interested group that registers is responsible for ensuring that the information provided is accurate, and kept up to date.
2. Land use application procedures will include a requirement that the applicant identify the name, contact person, and mailing address of any homeowners association with members that are within the required notice radius under the Code. The homeowners association identified in the application will be notified under the public notice requirements of the Code for mailed notice. The applicant will also be provided with information that has been registered with the Planning Department.
3. Land use application procedures will contain a "notice to applicant" that the applicant will be required to contact the affected homeowners association to conduct an informational meeting with the identified group prior to an official public hearing on the application. The applicant will be required to certify that the applicant has conducted an informational meeting with the homeowners association prior to scheduling a public hearing. At any time during the application process, the Department, the Planning and Zoning Commission, or the Board of County Commissioners may require a Public Inquiry Workshop in accordance with the Code provisions.

B. VERIFICATION OF REQUIRED NOTICE

1. The applicant for a land use application will be required to provide the Department with an affidavit that the Code requirements for mailed and posted notice have been met by the applicant, including the requirement that the homeowners association identified in the application has been notified.
2. In addition to the affidavit, the applicant will be required to provide the Department with a dated picture of the posted notice(s) for the record.

C. POSTED NOTICE

1. Signs prepared by the Department will be issued to the applicant along with instructions for posting by the applicant in a conspicuous location on the property.
2. A sign posting affidavit will be provided to the applicant by the Department at the time the signs are picked-up.
3. In the event that the site subject of the land use application is not readily visible from a public street, directional signs will be provided by the Department.

D. PUBLIC NOTIFICATION FEES

1. The Planning Department shall have the authority to establish fees in the departmental fee schedule for public notification, postponements, and re-posting of property in accordance with the requirements of adopted Board policies and requirements for public notice.

Adopted: **November 8, 2016**
Amended: **October 24, 2017**

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY _____
County Attorney's Office