



## HOW TO NOTICE A PROPERTY

When an applicant is directed to complete a public notice, City staff will e-mail the posting and mailing notice files to the applicant, as well as an affidavit of public notice. The notice files cannot be edited by the applicant. The applicant must return the signed affidavit with proof of notice a week prior to the scheduled hearing to remain on the agenda. Notice must be completed at least 15 days prior to hearing.

### PUBLICATION OF NOTICE

City staff will publish notice in the legal notice section of an official paper at least 15 days prior to public hearing.

### POSTING OF NOTICE

The applicant must post notice at least 15 days prior to the public hearing in an obvious street-facing location at the subject property. The sign must be made of waterproof materials, measuring no less than twenty-two (22) inches wide and twenty-six (26) inches tall, with letters measuring no less than one (1) inch tall. While the poster is secured on the property, the applicant must photograph the poster, as they will need to submit the photo as proof of notice with the affidavit.

### MAILING OF NOTICE

The applicant must also mail (or hand deliver) a mailing of notice to all property owners within three hundred (300) feet of the subject property. This delivery of notice must be sent, or hand delivered, at least 15 days prior to the public hearing. To generate a list of mailing addresses within three hundred (300) feet of the property, the applicant may use the “Create Mailing List” function on the Pitkin County website (more information below). Applicants must submit a copy of the mailing list as proof of notice with the affidavit.

**To create a mailing list on the Pitkin County website, follow the instructions below:**

- Visit the [Pitkin County GIS/Mapping Website](#)
- Select the “Pitkin Maps & More ComDev Edition” button
- Click the “Create Mailing List” link at the left side of the screen.
- Select “Search Parcels by Address” and click the “Next” button.
- Begin typing the property address in the box, select the address from the drop-down menu, and click the “Next” button.
- Confirm the requested distance as 300 feet and click the “Next” button.
- Your mailing list will populate as both a PDF file and an Excel file.

**AFFIDAVIT OF PUBLIC NOTICE  
REQUIRED BY SECTION 26.304.060 (E), ASPEN LAND USE CODE**

**ADDRESS OF PROPERTY:**

\_\_\_\_\_, Aspen, CO

**SCHEDULED PUBLIC HEARING DATE:**

\_\_\_\_\_, 20\_\_

STATE OF COLORADO     )  
  ) ss.  
County of Pitkin         )

I, \_\_\_\_\_ (name, please print)  
being or representing an Applicant to the City of Aspen, Colorado, hereby personally  
certify that I have complied with the public notice requirements of Section 26.304.060  
(E) of the Aspen Land Use Code in the following manner:

\_\_\_\_\_ *Publication of notice:* By the publication in the legal notice section of an official  
paper or a paper of general circulation in the City of Aspen at least fifteen (15)  
days prior to the public hearing. *A copy of the publication is attached hereto.*

\_\_\_\_\_ *Posting of notice:* By posting of notice, which form was obtained from the  
Community Development Department, which was made of suitable, waterproof  
materials, which was not less than twenty-two (22) inches wide and twenty-six  
(26) inches high, and which was composed of letters not less than one inch in  
height. Said notice was posted at least fifteen (15) days prior to the public hearing  
on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, to and including the date and time  
of the public hearing. *A photograph of the posted notice (sign) is attached hereto.*

\_\_\_\_\_ *Mailing of notice.* By the mailing of a notice obtained from the Community  
Development Department, which contains the information described in Section  
26.304.060(E)(2) of the Aspen Land Use Code. At least fifteen (15) days prior to  
the public hearing, notice was hand delivered or mailed by first class postage  
prepaid U.S. mail to all owners of property within three hundred (300) feet of the  
property subject to the development application. The names and addresses of  
property owners shall be those on the current tax records of Pitkin County as they  
appeared no more than sixty (60) days prior to the date of the public hearing. *A  
copy of the owners and governmental agencies so noticed is attached hereto.*

\_\_\_\_\_ *Neighborhood Outreach:* Applicant attests that neighborhood outreach,  
summarized and attached, was conducted prior to the first public hearing as  
required in Section 26.304.035, Neighborhood Outreach. *A copy of the  
neighborhood outreach summary, including the method of public notification and  
a copy of any documentation that was presented to the public is attached hereto.*

*(continued on next page)*

\_\_\_\_\_ *Mineral Estate Owner Notice.* By the certified mailing of notice, return receipt requested, to affected mineral estate owners by at least thirty (30) days prior to the date scheduled for the initial public hearing on the application of development. The names and addresses of mineral estate owners shall be those on the current tax records of Pitkin County. At a minimum, Subdivisions, PDs that create more than one lot, and new Planned Developments are subject to this notice requirement.

\_\_\_\_\_ *Rezoning or text amendment.* Whenever the official zoning district map is in any way to be changed or amended incidental to or as part of a general revision of this Title, or whenever the text of this Title is to be amended, whether such revision be made by repeal of this Title and enactment of a new land use regulation, or otherwise, the requirement of an accurate survey map or other sufficient legal description of, and the notice to and listing of names and addresses of owners of real property in the area of the proposed change shall be waived. However, the proposed zoning map shall be available for public inspection in the planning agency during all business hours for fifteen (15) days prior to the public hearing on such amendments.

\_\_\_\_\_  
Signature

The foregoing "Affidavit of Notice" was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

WITNESS MY HAND AND OFFICIAL SEAL

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**ATTACHMENTS AS APPLICABLE:**

- ***COPY OF THE PUBLICATION***
- ***PHOTOGRAPH OF THE POSTED NOTICE (SIGN)***
- ***LIST OF THE OWNERS AND GOVERNMENTAL AGENCIES NOTICED BY MAIL***
- ***APPLICANT CERTIFICATION OF MINERAL ESTATE OWNERS NOTICE AS REQUIRED BY C.R.S. §24-65.5-103.3***