

10.02.15 Additional Submittal Requirements for Requests for Traditional Neighborhood Overlay District Master Plan Approval and Final Development Plans

- A. All information required pursuant to section 10.02.02.
- B. An information analysis of the proposed request using the criteria of section 7.02.02K.

10.02.16 Additional Submittal Requirements for Requests for Expansion, Enlargement or Modification of Non-Conforming Development or Uses

- A. All information required pursuant to section 10.02.02.
- B. An analysis of the proposed request using the general and specific criteria of section 9.02.02.
(Ord. # 1304, 3/27/14)

10.03.00 NOTICE REQUIREMENTS

10.03.01 Generally

- A. All notices required by this chapter shall contain the following information:
 - 1. The name of the applicant;
 - 2. The location of the property for which **Development** approval is sought;
 - 3. The nature of the approval sought by the applicant;
 - 4. The type of review, re-hearing or appeal applicable to the application for **Development** approval; and
 - 5. The date, time and place of any applicable public hearings on the application.
- B. Any notice required by this **LDC** to be **mailed, posted or published** (except a notice required by Florida Statutes to be given on a different schedule) shall be **mailed, posted or published** as appropriate at least fifteen (15) days before the applicable public hearing.
- C. Any notice required by the Florida Statutes to be published in a newspaper shall comply with the applicable requirements of the Florida Statutes as to form, content, time and manner of **Publication**.

10.03.02 Neighborhood Notice

- A. When required by this **LDC**, the applicant shall provide **Neighborhood Notice**, by U.S. Postal Service certified mail. Within five (5) days after such **mailing**, the

applicant shall provide sworn proof of **Mailing** to the **Building** and Planning Department.

- B.** The applicant shall be responsible, as part of the application process for sending certified letters to surrounding property owners whose names and addresses are known by reference to the most recent ad valorem tax rolls of Bay County, giving notice of the requested action along with the date, time and place of the hearing. The form of the letter shall be approved by the **City** prior to mailing. Notice letters shall be sent to all owners of surrounding property lying in whole or in part within such distance of the boundary of the subject property as shall be specified in the applicable procedures.
- C.** The notice letter shall be mailed at least twenty (20) days prior to the hearing and proof of mailing shall be submitted to the **City** as part of the application. A good faith effort to mail notice to all such owners whose names and addresses are shown on a list generated by the Bay County property Appraiser's automated mass appraisal system by that system referring to its cadastral (tax) map shall be conclusively deemed in compliance with the requirement to mail notice. Failure of any such owner to receive such notice, even if never mailed, shall not affect the jurisdiction of the board to consider the issue or validity of the board's decision.
- D.** Failure of such an owner to receive such notice shall not affect the jurisdiction of the decision-making entity to consider the application or the validity of such entity's decision.

10.03.03 Posted Notice

- A.** When required by this **LDC**, the **Building** and Planning Department, or the Engineering Department in the case of a **Subdivision Plat**, shall post a sign on the property that is the subject of an application. The sign shall be located in a manner to ensure that it is visible on each portion of the subject property that fronts on a roadway.
- B.** The sign shall contain a copy of the notice required by section 10.03.01.
- C.** Failure to maintain or replace a sign properly posted shall not affect the jurisdiction of the decision-making entity to consider the application or the validity of such entity's decision.
- D.** **Posted Notice** may be removed after conclusion of the hearing of which notice is given or as specified or if neither of the forgoing apply, thirty (30) days after it is first posted.

(Ord. #1254, 11/14/13)

10.03.04 Published Notice

When required by this **LDC**, the **Building** and Planning Department shall publish, or cause to be published, a notice in a standard size or tabloid size newspaper of general paid circulation in the **City**. The newspaper shall be of general interest and readership, not one of limited subject matter and shall be **published** at least five (5) days a week.