City of McCall
216 East Park Street
McCall, ID 83638
Phone (208) 634-7142
Fax (208) 634-3038

City of McCall

PUBLIC NOTICE PROCEDURES

For further information, please refer to McCall City Code, Title 3, Chapter 15 Procedures Appeals and Actions.

Date of Hearing
The date for public hearing before the Commission shall be set not later than 75 days after the receipt of a complete application and all necessary documents. Notice of the public hearing shall be published in the Star News at least fifteen (15) days prior to the date of the hearing.

Applicant's Responsibility
Mailing the Public Notice
Contact the administrator, in advance, to obtain the official notice. The applicant shall give *notice of public hearing* (see attachment) by regular first class U. S. mail or personal delivery to each owner of property of record, or purchaser of record, of any parcel which is located within three hundred (300) feet of the exterior boundary of the property that is the subject of the application. The notice shall be mailed or delivered at least fourteen (14) days prior to the scheduled public hearing. A list of the property owners, or purchasers of record, within the three hundred foot (300') distance shall be obtained from the Valley County Assessor's office or a commercial title company with an office in Valley County.

The notice shall include the following:

- Date, time and place of the hearing
  The following are the general locations of meetings unless otherwise specified:
  Location of City P&Z: McCall City Hall, Lower Level, 216 East Park Street, McCall, Idaho
  Location of County P&Z: Valley County Courthouse, 219 North Main Street, Cascade, Idaho
- Name(s) of the applicant(s)
- The relief sought and an identification of the subject property, including the street address if known. For example: "Tom Smith: A Conditional Use Permit application, pursuant to MCC 3-8-030, to construct a guest house. The property is more particularly described as: Alpine Forest Subdivision, Lot 3, Block 1"

The applicant shall provide to the administrator an *affidavit*, or proof, of mailing at least one week before the scheduled meeting. Attachments to the notarized affidavit include the (1) form of notice and (2) the list of property owners or purchasers of record and their addresses

Posting the property
Contact the administrator, in advance, to obtain the official posting notice. The applicant is responsible for laminating the 11x17 sign. The applicant shall conspicuously *post notice* (must be laminated) on the property which is the subject of the application, not less than fifteen (15) days prior to the hearing date. The applicant shall provide to the administrator an *affidavit*, or proof, of posting at least one week before the scheduled meeting. Attachments to the notarized affidavit include (1) photograph(s) (hardcopy or digital) of the physical posting on the property.

CITY OF MCCALL
Valley County, Idaho

STATE OF IDAHO)
) ss.
County of Valley)

AFFIDAVIT OF MAILING

I, _____ of the City of McCall, Valley County, Idaho, being
(name)

first duly sworn on oath, depose and say that on _____, I placed in the United
(date)

States mail, postage prepaid, NOTICE OF HEARING FOR _____
(land use application)

substantially in the form attached. The notices were addressed to all owners of property shown

in the attached notice.

_____
(signature)

SUBSCRIBED AND SWORN To before me this ____ day of _____, 200__.

_____
Notary Public for the State
of Idaho, residing at _____
My commission expires _____

Attachments:

1. Form of Notice
2. List of Property Owners & Addresses

CITY OF MCCALL
Valley County, Idaho

STATE OF IDAHO)
) ss.
County of Valley)

AFFIDAVIT OF POSTING

I, _____ of the City of McCall, Valley County, Idaho, being
(name)

first duly sworn on oath, depose and say that on _____, I physically posted the
(date)

NOTICE OF HEARING FOR _____ on the property at the following
(land use application)

address/location_____.

_____
(signature)

SUBSCRIBED AND SWORN To before me this ____ day of _____, 200__.

_____
Notary Public for the State
of Idaho, residing at _____
My commission expires _____

Attachments:

1. Photo of public hearing posting on property.