

Public Hearing Notice Required by Carrboro's LUO

Event	Details*	When	Notes
Special Use Permit	1. Mailed notice within 500 ft. 2. Post notice on site	1. Not less than 10 days before hearing 2. Not less than 7 days	
Conditional Use Permit	1. Mailed notice with 1000 ft. 2. Post notice on site 3. Ad in newspaper	1. Not less than 10 days 2. Not less than 7 days 3. 7-15 days before public hearing	
Special Exception Variance Appeal	1. Mailed notice within 150 ft. 2. Post notice on site	1. Not less than 10 days 2. Not less than 7 days	
Text Amendment	Ad in newspaper	2 consecutive weeks 10-25 days before hearing	
Rezoning	1. Ad in newspaper 2. Mailed notice within 1000 ft. 3. Post notice on site	1. 2 consecutive weeks 10-25 days before hearing 2. 10-25 days before hearing 3. Not specified in LUO	

*Mailed notice to owners required by LUO

State Mandated

Public Notices at a Glance

<i>Meetings of the Governing Body</i>				
Event	Statute	Where, When and How Often	Format	Notes:
Regular Meeting Schedule	143-318.12	Schedule on file with City Clerk	Any	Other distribution, such as Web site, desirable as a public service
Special Meeting	143-318.12	1. Notice to council at least 6 hours prior. 2. Notice to sunshine list at least 48 hours prior. 3. Post on council's bulletin board and meeting room door 48 prior. 4. Action at special meeting is restricted to stated purpose unless all council members attend or those who are absent have signed a waiver of having to be notified.	Written	1. Notice includes time, day and purpose of special meeting. 2. Fax delivery is acceptable, but verify receipt. 3. Although notice to council is specified at 6 hours by statute, notifying council before sunshine list (48 hours) is preferable.
Emergency Meeting	143-318.12	1. Notify council members first and within 6 hours before meeting starts. 2. Notify all local news media and those on the sunshine list as soon as possible. Use same method to contact everyone.	Any, including by phone.	May want to post at City Hall
Recessed Meeting	143-318.12	1. Recess by motion in an open session to a specific time, date and place.	No further	
Public Hearing at a Regular Meeting	n/a	1. If a General Statute does not require notice, none is required.		It is good public policy, however, to publish notice of all public hearings
Public Hearing at a Special Meeting	143-318.12	1. If a General Statute does not require notice, none is required. 2. Public hearing and the topic should be listed in the purpose of the Special Meeting notice	Written	Follow requirements for notice of special meetings

<i>Finance Matters</i>				
Event	Statute	Where, When and How Often	Format	Notes:
Advertising bids for purchase contracts for \$90,000 or more and for construction contracts for \$300,000 or more.	143-129(b)	Publish ad at least 7 full days prior to the day on which bids will be opened. Do not count the day of publication. Do not count the day bids are opened. Ad should state time and place where bids will be opened and where and when more information for the purchase or product can be obtained. The ad text should reserve the right of the city to reject any or all proposals. Ad or specifications must contain other statutory requirements for bid bonds, etc.	Legal ad and/or electronic posting	A decision to advertise solely by electronic means, whether for particular contracts or generally for all contracts, shall be approved by the governing board at a regular meeting of the board.
Budget	159-12	Publish notice that proposed budget has been submitted to the governing body and is on file in the clerk's office and available for inspection. Notice should include time and date for a public hearing, published once at least 10 days prior to the public hearing date.	Legal ad	Additional means of letting the public know of the upcoming budget adoption, such as on the town's website, are encouraged but not required.
Installment Financing	160A-20	A public hearing is required and should be advertised 10 full days prior to the date of the hearing.	Legal ad	

<i>Annexation</i>				
Event	Statute	Where, When and How Often	Format	Notes:
Annexation by petition	160A-31 and 160A-58	Notice for public hearings for voluntary contiguous or non-contiguous annexation requests should be published once at least 10 days prior to the day of the public hearing.	Legal ad	
Involuntary Annexation	160A-37 and 160A-49	1. Mail notice of public informational meeting to affected property owners four weeks before the informational meeting. 2. Publish notice once a week for at least two successive weeks prior to informational meeting. Combine notice for informational meeting and public hearing.	Mailed notice to property owners and legal ad	Include map and boundaries in the notice.
Annexation Agreements	160A-58.24	Publish once at least 10 days prior to the day of the public hearing.	Legal ad	

<i>Special Assessments</i>				
Event	Statute	Where, When and How Often	Format	Notes:
Preliminary resolutions	160A-224	Publish at least 10 days before the date of the public hearing. Notice should state that a preliminary assessment resolution has been adopted and generally describe the nature and location of the improvement.	Legal ad and mailed notice to property owners	At least 10 days prior to the hearing, a copy of the preliminary resolution is to be mailed to owners of the property that is to be subject to the assessment. File with the council a clerk's certification that the mailings were mailed by first class mail and on what date.
Preliminary assessment roll	160A-227; 160A-228	Publish at least 10 days before the date of public hearing on the assessment roll.	Legal ad and mailed notice to property owners	Mail notice of hearing to property owners at least 10 days before the hearing. See statutes for contents of notice. Certify to the council this has been done.
Confirmation of assessment roll	160A-229	After the expiration of 20 days from confirmation of the assessment roll, notice is published that it has been confirmed. Notice shall also contain other information, which can be found in the statute.	Legal ad	

Street Closings (Includes Alleys, Roads, Rights of Way)				
Event	Statute	Where, When and How Often	Format	Notes:
Permanently closing streets and alleys	160A-299	1. Resolution of intent and that sets a public hearing date is adopted. 2. Public hearing notice is published once a week for four successive weeks prior to the hearing.	Legal ad; certified letter to affected property owners; property is posted	Property owners abutting the street are mailed copy of the resolution of intent by certified or registered mail. Notice of closing and the public hearing shall be prominently posted in at least two places along the right of way. If under authority and control of NC Department of Transportation (DOT), a copy of the resolution shall be mailed to NCDOT.
Intermittent closing of roads within watershed improvement project by municipality	160A-299.1	Publish notice at least 14 days before issuing a permit.	Legal ad; mail notice to public utilities having facilities in the rights of way.	

Sale of Property				
Event	Statute	Where, When and How Often	Format	Notes:
Private sale, including to entities carrying out a public purpose	160A-267	Publish notice following adoption of resolution. Sale may be consummated 10 days after publication.	Legal ad	See statute for more information.
Advertise for sealed bids	160A-268	Publish notice at least seven days for personal property and 30 days for real property, prior to date set for bid opening.	Legal ad	See statute for more information.
Negotiated offer, advertisement and upset bid	160A-269	Publish notice that within 10 days any person may raise the bid	Legal ad	See statute for more information.
Public auction – real property	160A-270(a)	Publish notice of sale at least one time not less than 30 days before the date of the sale.	Legal ad	See statute for more information. Additional notices are not required, but would be effective.
Public auction – personal property	160A-270(b)	Publish resolution or order at least once at least 10 days before the date of the auction.	Legal ad	See statute for more information.
Exchange of property	160A-271	Publish notice 10 days prior to regular meeting where resolution is to be adopted.	Legal ad	See statute for more information.
Lease or rental of property	160A-272	Publish notice 10 days prior to regular meeting where resolution is to be adopted.	Legal ad	See statute for more information.
Sale of land to volunteer fire departments and rescue squads	160A-277	Publish notice 10 days prior to regular meeting where resolution is to be adopted.	Legal ad	See statute for more information.
Lease of land for housing	160A-278	Publish notice 10 days prior to regular meeting where resolution is to be adopted.	Legal ad	See statute for more information.
Acquisition and disposition of property for redevelopment	160A-457(4)	Notice of public hearing once a week for two successive calendar weeks. The notice shall be published the first time not less than 10 days nor more than 25 days before the date of the hearing. Notice shall disclose the terms of the sale, exchange or transfer.	Legal ad	See statute for more information

Planning and Development Regulation				
Event	Statute	Where, When and How Often	Format	Notes:
Extraterritorial jurisdiction expansion	160A-360	Mail notice to affected property owners at least four weeks prior to the public hearing. Certification of mailing required.	First class mail	See statute for more information.
Amending land use ordinances	160A-364	Notice of public hearing once a week for two successive calendar weeks. The notice shall be published the first time not less than 10 days nor more than 25 days before the date of the hearing.	Legal ad	In computing such period, the day of publication is not to be included but the day of the hearing shall be included.
Zoning changes	160A-384	Notice of public hearing once a week for two successive calendar weeks. The notice shall be published the first time not less than 10 days nor more than 25 days before the date of the hearing.	Legal ad	
Historic districts and landmarks	160A-400.6	"Reasonable notice" of the public hearing(s) shall be given. While no specified time is given, suggested rule of thumb is 10 days prior to the date of each hearing	Legal ad	
Acquisition and disposition of property for redevelopment	160A-457(4)	Notice of public hearing once a week for two successive calendar weeks. The notice shall be published the first time not less than 10 days nor more than 25 days preceding the public hearing.	Legal ad	See statute for more information. In computing such period, the day of publication is not to be included but the day of the hearing shall be included.

Other Circumstances				
Event	Statute	Where, When and How Often	Format	Notes:
Amend city charter by ordinance	160A-102	Publish notice of public hearing 10 days or more prior to the date of the public hearing. After ordinance is adopted, publish notice within 10 days.	Legal ad	
Stormwater management authority	160A-314(a1)	Notice is given once not less than seven days before the public hearing	Legal ad	See statute for more information.
Urban redevelopment	160A-513(h)	Notice of public hearing published once a week for two successive weeks in a newspaper published in the municipality; or, if there is no newspaper published in the municipality, by posting such notice at four public places in the municipality. Said notice to be published the first time or posted not less than 15 days prior to the hearing date.	Legal ad or posting	Statute specifies that newspaper must be published in the municipality. Statute specifically does not intend use of a newspaper of general circulation.
Service districts	160A-537 through 160A-541	Public hearing notices having to do with defining, extending, reducing, consolidating and abolishing service districts are all published at least once not less than one week before the date of the hearing.	Legal ad	See statutes for more information.
Regional natural gas district	160A-663	Publish notice of public hearing at least once not less than 10 days prior to the date of the hearing.	Legal ad	See statute for more information. A copy of the notice must be mailed not later than the first day of newspaper publication to the business office of any public utility that holds a franchise from the NC Utilities Commission to serve any part of the proposed district with natural gas service.
Joinder of county or city to regional natural gas district	160A-672	Publish notice of public hearing at least once not less than 10 days prior to the date of the hearing.	Legal ad	
Authority to fix and enforce rates for regional natural gas district	160A-676	Publish notice of public hearing on establishment or revision of schedule of rents, rates, fees, charges or penalties at least once not less than seven days before the hearing.	Legal ad	
Authorities (parking authorities)	160A-552	Publish notice of hearing at least 10 days before the hearing date	Legal ad	See statute for more information.
Limitations on enactment of Sunday-closing ordinances	160A-191	Notice published once a week for four consecutive weeks before the date of hearing	Legal ad	