



**TOWN OF EDGEWOOD
EARLY NEIGHBORHOOD NOTIFICATION AND RECOGNITION
ORDINANCE NO. 2006-2**

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SECTION 1-PURPOSE

PURPOSE OF ORDINANCE. The purpose of this ordinance is to provide an early neighborhood notification, in the Town of Edgewood for all hearings and preliminary development plans heard before the Planning & Zoning Commission and the Town Council. Early notifications will help ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving citizens the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community.

SECTION 2- PROCESS

NOTIFICATION PROCESS. The developer/agent filing an application concerning a matter to be heard by the Edgewood Planning and Zoning Commission or Town Council, must notify (in writing by United States Postal delivery or personal delivery) the affected properties within 500 feet including public rights-of-way of the perimeter of the proposed project and shall post clearly visible notice of a type prescribed by the Town at the proposed site. Addresses of the properties shall be provided by the Community Planning and Development Department. Such notice shall contain information appropriate to inform the neighbors of the nature of the project, including description of the project, its size and intended use, and a time, place and date for a the meeting.

A. Notification letters must include the following information:

1. Brief description of proposal including any justification deemed appropriate, (i.e. how the project complies with Town Codes or will clearly facilitate realization of the Comprehensive Plan.)
2. Zone Atlas Map page.
3. Legal Description along with actual street names, addresses and intersections.
4. Site plan-when applicable (should include typical building elevations, location of proposed buildings, street layout and any other relevant information. Site plans do not have to be blueprint final and could be preliminary drawings.
5. Agent/applicants name, address, phone number.

B. Sign Posting:

1. Signs shall be conspicuously located on the property and within twenty (20) feet of any property line that abuts a street.
2. Signs must be placed at the edge of the property closest to the street if the property does not abut a street.
3. The face of the sign shall be parallel to the street. The bottom edge of the sign shall be at least two (2) feet, but not more than seven (7) feet, above grade.
4. No barrier shall prevent a person from coming within five (5) feet of the sign in order to read it.
5. A sign shall be placed on each street frontage abutting the subject property.

6. Signs are to be posted 15 days before and after the meeting date.
7. Failure to properly post and maintain the sign(s) is grounds for deferral of the request.
8. Replacement signs for those lost or damaged are available from the Community Planning and Development Department at a charge of \$5.00 each.

SECTION 3. STATEMENT OF POSTING

Applicants/agents shall sign the following statement of posting:

“I acknowledge that I have read and understand the "Sign Posting Instructions". I also understand my obligation to post the provided signs for the required period of time, as well as their proper posting location(s).

Signature of applicant / agent

Date

APPLICANTS / AGENTS WILL RECEIVE A COPY OF THIS DOCUMENT

Staff: _____

Number of signs issued: _____ Case number: _____

SIGNS MUST BE POSTED FROM _____ TO _____

THE SCHEDULED PUBLIC HEARINGS FOR THIS REQUEST WILL BE HELD ON _____.

SECTION 4. EFFECTIVE DATE

APPROVED AND ADOPTED by the Governing Body of the Town of Edgewood, Santa Fe County, New Mexico this 1st day of February 2006.

Robert Stearley, Mayor

ATTEST:

Karen Alarid, Clerk/Treasurer