JEFFERSON COUNTY BOARD OF HEALTH
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http://health.jeffco.us

POLICY FOR PROVIDING PUBLIC NOTIFICATION FOR BOARD OF HEALTH MEETINGS

APPROVED: January 1, 2004
REVISED: November 1, 2007
REVISED: December 1, 2009

PURPOSE

To set forth guidelines to provide adequate, timely and legally mandated notification to the public about cases regarding individual sewage disposal systems that are to be considered by the Board of Health.

RATIONALE

The Board of County Commissioners and the Board of Health are committed to open and participatory government. By providing adequate and targeted notification - depending on the nature of the case – adjacent property owners and other interested parties will be afforded the opportunity to review the cases, provide comments and participate in the decision-making process.

APPLICABILITY

The following individual sewage disposal system proposals require review and approval of the Board prior to permitting:

Review cases:

- *alternate disposal systems such as vaults, segregated systems, incineration, composting and chemical toilets, and recycling units*
- *systems serving multiple or multi-family dwellings*
- *systems serving certain non-residential structures*
- *systems to be installed on properties in excess of 40% slope*
- *systems incorporating new technology*
- *mechanical units discharging onto the ground or into state waters*
- *certain cases in the Parmalee Gulch drainage area*

Variance cases:

- *systems that require a variance from any portion of the regulation that is more strict that the state ISDS guidelines (typically variances involve smaller lot sizes)*

STATEMENT OF POLICY

IT IS THE POLICY OF THE JEFFERSON COUNTY BOARD OF HEALTH that the following guidelines shall govern the provision of public notice for regular meetings of the Board.

GUIDELINES

PUBLISHED NOTICE OF HEARING

- The Board of Health shall publish notice of the date, time and location of the public hearing in one publication of a newspaper of general circulation in the County.
- The notice shall be published at least ten (10) days prior to the hearing.

POSTED NOTICE OF HEARING

- The Board of Health shall post notice of the date, time and location of the public hearing at the Jefferson County Public Health Administrative offices, 1801 19th Street, Golden, Colorado
- The notice shall be posted at least ten (10) days prior to the hearing.

DEPARTMENT WEB SITE

- The Agenda and case write-ups for a hearing shall be posted on the Department's Web Site (http://health.jeffco.us) at least ten (10) days before the date of the hearing.

PROPERTY POSTING

- A sign(s) shall be posted for all variance and review cases, providing the date, time, location and purpose of the hearing as well as contact information for Department staff.
- The sign(s) shall be posted on the property a minimum of ten (10) calendar days prior to the date of the hearing.
- Signs shall be placed to afford maximum visibility to the public.
- Off-site signs may be posted, in numbers and locations deemed appropriate by staff, if in staff's opinion, signs posted on the property would not be readily seen by the general public.

NOTIFICATION OF ADJACENT PROPERTY OWNERS

Due to the varying complexity of variance and review cases, the Department will observe four levels of adjacent property owner notification:

Full Notification Level:
All individual property owners whose property touches the subject property, and properties located across platted or private shall be notified by mail, based on addresses in the Assessor database.

Partial Notification Level:
All individual property owners whose property touches the subject property shall be notified by mail, based on addresses in the Assessor database.

Site-Specific Notification Level
Only the lot or property directly impacted shall be notified, typically setbacks from a proposed absorption bed to an adjacent offsite well.

No Notification:
No adjacent property owners are notified.

Notification levels for various cases shall be as follows

FOR VARIANCE CASES

Lot size variances	Full Notification
Direct impacts to an adjacent site	Site-Specific notification level
All other variance cases	No notification

FOR REVIEW CASES

Commercial or change in use	Full notification
All other cases	No notification

Notification for other review cases not listed above shall be at the discretion of the health officer.

After receiving an application, the Department shall determine the appropriate level of notification to take place and shall prepare and mail hearing notification letters at least two (2) weeks prior to the hearing date.