

**SUMNER COUNTY PLANNING, ZONING & COUNTY COMMISSION
CHECKLIST FOR PUBLIC NOTICE MAIL OUT**

- Review and sign affidavit at the Construction & Development Department
- Proof the Public Notice for errors and omissions
- Use the Real Estate Appraisal Card (provided by Construction & Development office staff) and address;
 - 1. An envelope
 - 2. United States Postal Service card (green)
 - 3. U.S. Postal Service Certified Mail Receipt (green and white)
 - 4. Complete an envelope for each property owner
 - 5. Fold and put one (1) public notice in each addressed envelope
 - 6. Place the postal service card (green) on the back of the envelope
 - 7. The Certified Mail Receipt (green & white) is folded at the dotted line and placed on the front of the envelope
 - 8. Mail from the post office
- Mail back to the Construction & Development office the Certified Mail Receipt. Receipts must be received a minimum of seven (7) days prior to the scheduled meeting. (Addressed envelope will be provided)

PUBLIC NOTICE PUBLICATION DEADLINE

The following public notice ads must be published a minimum of ten (10) days prior to the meeting date:

- Planning Commission
- Zoning Board of Appeals

The following public notice ads must be published a minimum of fifteen (15) days prior to the meeting date:

- County Commission

Sumner County Government will not accept responsibility for failure to publish the Public Notice in a timely manner. Failure to meet deadlines, or any other process outlined above will result in a deferral to the next meeting date.