

Public Notice & Neighborhood Meetings

Citizen involvement is very important in the City of Canby. When land use applications are filed, the City strives to make citizens aware of them by providing plenty of opportunities for public comment.

Public Notice

Prior to a public hearing, the following methods are used to provide public notice:

- *Letters are mailed to owners and residents of neighboring properties based upon the radius indicated for each application in Table 16.89.020 below;*
- *A sign is posted on the development site 10 days prior to the Public Hearing;*
- *Notice is posted at City Hall, Canby Public Library; Canby Post Office and the Development Services Office;*
- *An advertisement is published in the Canby Herald, usually 1 or 2 weeks prior to the Public Hearing, and*
- *A Public Notice is also posted on the City's website.*

Neighborhood Meetings

In addition, an applicant may be required to hold a neighborhood meeting (*Chapter 16.89.020*). As directed in Table 16.89.020 below, the applicant may be required to present their development proposal at a neighborhood meeting before the City accepts the application as complete. (Section 16.89.070).

TABLE 16.89.020
Land Use and Development Application Procedures

Application Type	Process Type	Notice Radius (Feet)	Neighborhood Meeting Required
Access permit to public street	I	n/a	No
Amendments to Zoning Map	IV	500	Yes
Annexation, Minor and Major	IV	500	Yes
Appeals	III	200	No
Building Permit	I	n/a	No
Comprehensive Plan Amendment	IV	500	Yes
Conditional Use Permit	III	500	No
Condominium Construction (less than 6 units)*	I	n/a	No
Interpretation	See Section 16.05.020		
Lot Line Adjustment**	II	100	No
Modification	See Section 16.89.090		
Non-Conforming Structure/Use	II	100	No
Parking Lot/Paving projects	I	n/a	No
Partition, Minor and Major	III	200	No
Planned Unit Development	III	200	Yes
Sign Permit (non-SDR)	I	n/a	No
Sign Permit – Discretionary Monument Sign or A-Frame Sign Permit (16.42.040)	II	100	No
Site and Design Review – Type II	II	100	No
Site and Design Review – Type III	III	500	Yes
Site Plan Review	I	n/a	No
Temporary Permit (16.44.090)	See Chapter 16.44		
Temp. Hardship Permit (16.44.100)	II	100	No
Subdivision	III	500	Yes
Text Amendment	IV	500	Yes
Variance, Minor/Major	II/III	200	No

NOTES: * See Chapter 16.78

** See Chapter 16.58.