



COUNTY POSTING REQUIREMENTS

County Supervisors Association | 2018



County Posting Requirements

Updated November 2018

Please note, the statutes provided in this document are for informational purposes. Due to annual changes in statutory requirements, CSA cannot guarantee that this is a comprehensive list

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TITLE 3: AGRICULTURE

No-Fence Districts: [3-1422](#) When a board of supervisors forms a no-fence district, they must publish a newspaper notice once a week for 4 successive weeks notifying the public about the establishment of the district. From and after the publication of the notice, no-fence will be required in the district, and livestock will not be allowed to run at large within that district.

TITLE 4: ALCOHOLIC BEVERAGES

Liquor Licenses: [4-201](#) When a person applies to open a liquor or alcohol business outside an incorporated town, the county must post their application on the premises where the proposed business will be located. The county must also post a statement that anyone within a one-mile radius of the proposed business can protest it. The application and statement should be posted for 20 days. The notice will also have the date, time and address of the hearing that will consider the business's application.

Audit of Restaurants: [4-213](#) In certain circumstances, the State Department of Liquor Licenses and Control can audit a restaurant within the first 12 months of its operation. The audit is generally intended to determine if the restaurant is abiding by regulations delineating the percentage of food and alcohol served by the restaurant. If the Department intends to allow the restaurant to continue operating then the county in which the restaurant is located must post a notice for 20 days on the restaurant's premises inviting written comments from landowners, lessors and residents of properties within a one-mile radius of the restaurant. If the Department intends to disapprove a restaurant's continuation of operation then the city, town or county must post a notice of hearing on the restaurant's premises for at least 20 days.

TITLE 10: CORPORATIONS AND ASSOCIATIONS

Electric Cooperative Nonprofit Membership Corporations Use of Public Roads: [10-2070](#) Requires the board of supervisors to post public notice of the intent to grant a license or franchise for the use of public roads by a cooperative in a newspaper at least once a week for 3 weeks prior to the consideration date.

Nonprofit Electric Generation and Transmission Cooperative Corporations Use of Public Roads: [10-2136](#) Requires the board of supervisors to give public notice of the intent to make a grant for the use of roads and streets for a generation and transmission cooperative via publication in a newspaper at least once a week for 3 weeks prior to the consideration date.

TITLE 11: COUNTIES

County Formation Petition: [11-134](#) Requires the clerk of the board of supervisors to post notice of a petition for the formation of new counties in a public location in the county seat after being notified of the petition status by the Secretary of State.

Change of County Seat: [11-172](#) Requires the county to provide public notice when hearing a petition to change the county seat. Notice must be published in no more than 3 newspapers designated by the board at least once each week for 2 weeks, with the first publication at least two weeks before the hearing date. Additional notice must be posted in the post office of each incorporated city or town in the county and at some public place in each election precinct in the county.

Board of Supervisors Meetings:[11-214](#) Requires that the board notify the public of the location and date of regular board meetings. Additionally, it requires special meetings of the board of supervisors to have at least 5 days' notice to any member not joining in the call.

Arizona Criminal Justice Commission Link: [11-224](#) Requires each county to maintain a link on the county's website to the Arizona Criminal Justice Commission.

Public Auction: [11-251](#) Requires the county to post notice of a public auction, its time and location at least 30 days before the auction via newspaper. The notice must include the appraised value, minimum acceptable sale price, and common and legal description of the property. Allows the board of supervisors to sell this property via retail outlet or to another government entity if the property is valued at less than \$1,000. In excess of that amount, the description and sale price of each item must be published in a newspaper and 30 days given for bids that exceed the sale price by at least 5%.

Board of Supervisors Ordinances: [11-251.05](#) Requires the posting of notice for a public hearing to adopt, amend, or repeal an ordinance. The notice should be at least 15 days prior to the hearing and in a newspaper in general circulation in the county seat. After the ordinance is adopted or amended, requires that the ordinance be published at least once in a newspaper circulated in the county seat.

Fee for Service: [11-251.08](#) Requires the board to publish a notice at least 15 days prior to holding a public hearing regarding the adoption a fee for service pursuant to this section.

Proposed County Taxes: [11-251.13](#) Requires the board of supervisors to post written notice on the county website at least 60 days before levying any new taxes or fees or increasing existing taxes or fees on a business.

Abandonment of Federal Patent Easements: [11-251.16](#) Requires notice to abandon a federal patent easement established by the Small Tract Act of 1938 that is not being used by the public or is no longer necessary at least 60 days before the consideration of the abandonment resolution. The notice must contain the date and time of consideration and be sent by certified mail to the land owners abutting the easement to be abandoned and inform recipient of the opportunity and deadline to object. A copy of the notice must be placed in the immediate vicinity of the proposed abandonment.

County Seal Use Restrictions: [11-251.17](#) Requires, if a county maintains a website, that it must display the adopted seal and the text:

“A person may use, display or otherwise employ any facsimile, copy, likeness, imitation or other resemblance of the county seal only after obtaining the approval of the board of supervisors of that county. The board of supervisors may grant a certificate of approval on application by any person showing good cause for the use of the county seal for a proper purpose. No person other than a county department may use the county seal for the purpose of advertising or promoting the sale of any article of merchandise within this state or for promoting any other commercial purpose. The board of supervisors may adopt rules for the use of the county seal or any facsimile, copy, likeness, imitation or other resemblance of the county seal, including rules for the use of the county seal for official county business.”

Adoption of County Rules: [11-251.18](#) Requires notice for hearings of proposed rule changes to be provided at least two weeks before public meeting and include the entire text of the draft proposed rule, and then later the final proposed rule. At least 1 week prior to the meeting, the department must provide the public with their written responses to public comments.

County Purchasing Procedures: [11-254.01](#) Requires notice of the invitation for bids to purchase supplies, materials, equipment and contractual services in excess of \$10k per transaction be published in a newspaper. Notice is not required if the board of supervisors determines an emergency exists that requires immediate action to protect public health or safety.

County Infill Incentive Districts: [11-254.06](#) Requires at least 15 days’ mailed notice before a hearing to adopt a county infill incentive district. Notice must be provided to the owners of private property in the proposed district and property managers of federal and state land in the proposed district via first class mail sent to the addresses on the most recent tax roll.

Renewable Energy Incentive Districts: [11-254.07](#) Requires notice to be mailed at least 15 days before a hearing to adopt an energy incentive plan. Notice must be sent via first class mail to the addresses on the most recent tax roll for the owners of private property in the proposed district, property managers of federal and state land in the proposed district, and adjacent property owners for renewable energy incentive district designations.

Advertising and Printing Contracts: [11-255](#) Requires notice via post office by the clerk of the board addressed to the office of each qualified newspaper within the county at least 10 days prior to opening bids calling for written bids for the advertising, publications and printing required by all county departments during the ensuing year. Notice must state on what day the bids received will be opened.

Leasing County Property: [11-256](#) Requires the board of supervisors to give notice of a proposed lease or sublease once a week for four consecutive weeks stating the period and material conditions of a proposed lease. Also requires the notice to contain the day, no less than 30 days after the last publication, on which the auction will be held when the board is leasing or subleasing any land or building owned by or under control of the county.

Leasing County Property for County Fair: [11-256.01](#) Requires notice to be posted once a week for four consecutive weeks in a newspaper including the material conditions of a proposed lease, the uses to which the land or building must be devoted, and terms and conditions for the use, if applicable, for the use of a county fair.

Sewerage Systems Liens: [11-264](#) Requires written notice to be provided to the owner of a property before filing a lien for nonpayment of sewerage system user fees at least 30 days prior to filing via personal service or certified mail.

Sewerage System Bonds Public Sale: [11-264.01](#) Requires that if bonds for sewerage systems are sold at public sale a notice to be given for bids at least one a week for two successive weeks via newspaper in a form which the board of supervisors prescribes.

County Island Annexation: [11-269.07](#) Requires the board of supervisors to provide written notice of proposed annexation and public hearing of small county islands to cities or towns. The notice must include a description and map of the exterior boundaries of the proposed territory, must be given to the city or town, and must be mailed by first class mail to each owner of real property in the proposed territory. Notice must also be provided to each owner of railroad property and posted in three conspicuous public places in the proposed territory. The respondents have 60 days to respond after notices have been posted.

Public Building Construction Bonds: [11-273](#) Requires the treasurer to advertise for at least 3 weeks in a newspaper for bids for the sale of public building construction bonds.

Industrial Plant Construction Bids: [11-282](#) Requires the publication for notice calling for bids for the construction of an industrial plant for 10 days in a daily or 2 weeks in a weekly newspaper.

Solar Construction Permits: [11-323](#) Requires, before adoption of a fee for service or an additional separate charge for the issuance of a solar construction permit, for a county to hold a public hearing with at least 15 days' published notice.

Street and Highway Bond Elections: [11-373](#) Requires the board of supervisors to post notice of an election resolution for street and highway improvement bonds in full at least once 15-30 days prior to the date of the election in a newspaper. Notice must include:

1. The maximum amount of bonds to be issued.
2. The purpose for which the bonds are to be issued.
3. The maximum rate of interest which the bonds are to bear.
4. A brief and concise statement containing an irrevocable appropriation providing for the payment of the principal and interest of the bonds from monies to be derived from taxes, fees, charges and other monies collected by the state and returned to such county for street and highway purposes pursuant to law which have not been theretofore specially allocated and pledged for the payment of indebtedness.
5. The date on which the election will be held.
6. The places where votes may be cast.
7. The hours between which polling places will be open.

Street and Highway Improvement Bonds: [11-377](#) Requires notice for the sale of street and highway construction bonds. Notice must be given for at least once a week for two successive weeks in a newspaper for counties with more than 500,000 persons according to the most recent decennial census in a form prescribed by the board of supervisors and for four successive weeks once per week with a population less than 500,000 persons.

County Long Term Obligations: [11-391](#) Requires in counties with less than 500,000 persons, if the board of supervisors approves incurring any unsecured long term obligation, that the board of supervisors must post notice of the hearing on the proposal in a newspaper, issue a press release to print and electronic media, and post the notice on the county's official website at least 15 days before the hearing. The notice must include the date, time and place of the hearing, the dollar amount of the proposed obligations, estimated total financing costs, the purpose of the obligations, and the projects which are proposed to be financed.

County Medical Examiner Identification Meeting: [11-597.01](#) Requires the county medical examiner to provide information on the county website as to the means of making a request for notification for an identification meeting.

Claims and Warrant Payments: [11-636](#) Requires, when there is sufficient money in the county treasury to pay warrants drawing interest, the treasurer to give notice via newspaper or written notice on the court house door that the treasurer is ready to pay the warrants at which time the warrants do not draw interest. The newspaper notice does not require the warrants to be published in detail, just that the county warrants prior to a certain date are payable.

Financial Statements Posting: [11-661](#) Requires the posting of financial statements on the official county website after filing the statements with the auditor general for lease-purchase agreements on a prominent location on the county's official website no later than 7 business days after the date of filing with the auditor general. These statements must be retained and accessible in a prominent location on the site for at least 60 months.

Judgment Bonds Issuance and Sale: [11-681.02](#) Requires the board of supervisors to issue notice of its intention to issue bonds in a manner consistent with market practice for county judgment bonds. No other details specified.

County Sports Authority Formation: [11-701](#) Requires notice published once a week for at least 3 consecutive weeks in a newspaper prior to the hearing of a resolution to establish a county sports authority.

County Comprehensive Zoning Plan Adoption: [11-805](#) Requires the board of supervisors to hold at least one public hearing prior to the adoption of a comprehensive zoning plan. Notice of the hearing must be given at least 15 days prior to the meeting via newspaper publication.

Infrastructure Service Area Boundaries: [11-808](#) Requires the county planning and zoning commission to provide notice before recommending a plan and regulations of infrastructure service area boundaries. Notice must be given at least 15 days' notice by publication in a newspaper in the county seat and in another newspaper if that area is in an area other than in the county seat.

Public Works Project Planning: [11-809](#) Requires the county to provide notice and opportunity for comment to all utilities the county believe may be impacted by a public works project. No other details about the notice requirement listed.

County Zoning Ordinance Hearings: [11-813](#) Requires at least 15 days notice of a zoning ordinance commission hearing by publication in a newspaper of general circulation in the county seat. The same notice is required before the ordinance goes before the board of supervisors for public hearing. If the proposed changes include: a 10%+ increase or decrease in the number of square feet or units that may be developed, a 10%+ increase or reduction in the allowable height of buildings, an increase or reduction in the allowable number of stories of buildings, a 10%+ increase or decrease in setback or open space requirements, or an increase or reduction in permitted uses, the county must notify real property owners through one of the following:

First class mail to each real property owner affected by the changes

If the county issues utility bills or other mass mailings that periodically include notices or other informational or advertising materials, the county shall include notice of the changes with the utility bills or other mailings.

Publish the changes before the first hearing on the changes in a newspaper of general circulation in the county. The changes shall be published in a display advertisement covering not less than one-eighth of a full page.

The county shall also send notice by first class mail to persons who register their names and addresses with the county as being interested in receiving the notice. The county may charge a fee not to exceed five dollars per year for providing this service and may adopt procedures to implement this paragraph.

County Rezoning: [11-814](#) Requires the posting of notice for rezoning. The posting must be in at least 2 places with at least 1 notice for each quarter mile of frontage along perimeter public rights of way so that notices are visible from the nearest public right of way. First class mail notices must also be sent to each real property owner within three hundred feet of the proposed rezoning and each county and municipality contiguous to the area of proposed rezoning.

For the rezoning of land located in the vicinity of a military airport or ancillary military facility as defined in section 28-8461, the notice of public hearing must be sent by first class mail to the military airport. The notice must include the date, time and place of the hearing on the proposed rezoning including a general explanation of the matter to be considered and a general description of the area of the proposed rezoning. For those counties with five or more supervisors, the notice must include a general description of how the real property owners within the zoning area may file approvals or protests of the proposed rezoning, and notification that if 20% of the property owners within the zoning area file protests, an affirmative vote of 3/4th of all members of the board will be required to approve the rezoning.

County Subdivision Regulations Hearings: [11-821](#) Requires the board of supervisors to hold a public hearing with the notice of time and place given by one publication 15 days before the public hearing in a newspaper for subdivision regulation hearings.

Construction Moratorium Standards: [11-833](#) Requires the county to provide public notice published once in a newspaper at least 30 days before a final public hearing before considering the adoption or extension of a moratorium on construction or land development. No other details provided.

Adoption of Building Codes: [11-861](#) Requires notice for the adoption and enforcement of building codes and other related codes related to aspects of constructions of buildings or structures before the county planning and zoning commission and board of supervisors. No additional detail.

Air Quality Control Techniques: [11-872](#) Requires public notice and comment period for Clean Air Act Amendment rules. No additional detail other than it shall parallel as closely as possible the U.S. EPA process.

Public Parks Rules: [11-936](#) Requires the commission for public parks to publish notice in a newspaper at least 20 days before a hearing (with time and place and the text of the proposed rule/amendment/ repeal of a rule) prior to the final adoption, amendment or repeal of a rule.

County Development Fees: [11-1102](#) When considering the adoption or amendment of development fees or changing the boundaries of a service area, requires the board to post the infrastructure improvement plans on the county's website. Those plans must include: the land use assumptions, the time period of the projections, a description of the necessary public services included, a map of the service area that the assumptions apply to, and the documents used to prepare the assumptions and infrastructure improvement plan. Requires that the board conduct a public hearing at least 30 days prior to the adoption or update and the public notice be posted at least 60 days prior to the hearing. Counties do not have to hold a public hearing if the proposed amendment does not change more than 5%. If the county chooses to do this, they must provide notice 30 days prior to adoption, post the amendment on the county website and provide notice to the advisory committee. Additionally requires that counties review the plan every five years, and that if no changes are needed the county must issue a public notice that includes: a statement that no changes are necessary, a description and map of the applicable service area, a statement that provides a deadline at least 60 days after the posting of the notice for an individual to request that the county update the assumptions, plan or fees, and where that request may be sent.

Community Health Systems Requests for Interest: [11-1403](#) Requires the board of supervisors to publish at least 4 times in a newspaper a request for expressions of interest from existing nonprofit corporations and others, including the date when they must be submitted to the board, for a community health system.

Licensing Time Frames: [11-1605](#) Requires counties to post the overall time frame for each type of license it issues on its website. The timeframe must separately state the administrative completeness review time frame and the substantive review time frame.

Directory of Documents/Applicable Ordinances: [11-1607](#) Requires the county to publish or place on its website an annual directory summarizing the subject matter of all currently applicable ordinances, regulations, rules, and substantive policy statements.

Rental Property Licensing: [11-1704](#) Requires notice to be mailed by first class mail at least 20 days prior to a hearing and published in a local paper and posted on the official county website no less than 2 weeks before a public hearing to adopt a countywide residential rental property inspection program.

TITLE 12: COURTS AND CIVIL PROCEEDINGS

Nuisance Abatement: [12-991](#) Allows a county attorney to serve notice personally or via certified mail or via publication 3 times within 10 consecutive days in a newspaper where the nuisance property is located. The notice shall be printed in at least 12-point type in substantially the following form:

Notice

This is formal notice that the property at (insert address and unit number if applicable) has had (insert number of) arrests or (insert number of) documented reports of alleged criminal activity and is considered a nuisance under section 12-991, Arizona Revised Statutes. A copy of the police report numbers is attached. Police reports are available at (insert applicable police agency).

Within five business days you must begin to take action that is legally available to you to abate the nuisance from the property. If you fail to do so, a restraining order to abate and prevent continuing or recurring criminal activity will be pursued.

Notice of Sale Under Execution: [12-1621](#) Requires that when sales under execution are conducted for perishable personal property, other personal property and real property, a notice of the time and place of the sale be posted. The notices must include: the judgment, parties, amount and court in which the judgment was rendered, and particularly describe the property to be sold, and, for real property to be sold. It must also include the legal description of the property and the street address if any, or identifiable location of the property. A notice for sale of real property required by subsection A, paragraph 3 shall include a notice in substantially the following form:

Notice to Judgment Debtor

Title 33, chapter 8, article 1 of the Arizona Revised Statutes, may permit you to protect your residence from certain types of legal process through the homestead exemption.

If you are in doubt as to your rights, you should obtain legal advice.

Posting Requirements:

1. For the sale of perishable personal property, written notice of the time and place of sale shall be posted in 3 public places, 2 of which shall be in the precinct and one at or near the door of the courthouse of the county in which the sale is to take place, for such period of time before the sale as is reasonable, considering the character and condition of the property.
2. For the sale of personal property other than that which is perishable, a posting similar to that provided for perishable personal property and must be posted at least 10 days prior to the sale.
3. For the sale of real property, notice shall be given by posting notices for not less than fifteen days successively before the day of sale in 3 public places in the county - one at or near the courthouse door, and one in a newspaper for 3 weeks before the day of sale.

TITLE 15: EDUCATION

Formation of New Joint School District: [15-450](#) Requires the county school superintendent to post notice of an election to form a joint unified school district at least 10 days before the election. Notice must be placed in 3 public places in the proposed district and published at least once in a newspaper and contain:

1. The question to be voted on and the boundaries of the proposed joint unified school district with sufficient definiteness to make them readily ascertainable.
2. A description of voter qualifications, including requirements that the voters shall be residents of the proposed district.
3. The location of voting places within the proposed district, at least one of which shall be in each county.

Formation of Joint Common School Districts: [15-455](#) Requires the county school superintendent to post notice of a proposed election for a joint common school district formation at least once in a newspaper and at least 10 days before the election containing:

1. The question to be voted on and the boundaries of the proposed joint common school district with sufficient definiteness to make them readily ascertainable.
2. Voter qualifications.
3. The voting places within each of the affected districts. There shall be at least one voting place in each county.

Community College District Election: [15-1404](#) If a special election is called to form a community college district, the board of supervisors must publish a notice in a generally circulated county for at least 2 weeks prior to the election.

TITLE 16: ELECTIONS AND ELECTORS

Issuance of Proclamation for General Election: [16-214](#) Once the governor issues a proclamation regarding an upcoming election and transmits it to the board of supervisors, the clerk of the board is required to publish a copy of the proclamation in the official newspaper of the county at least 10 days before the general election.

Issuance of Proclamation for Special Election: [16-223](#) In the event of a vacancy in Congress that requires a special primary and general election, the governor is required to issue a proclamation regarding the time of the elections and transmit it to the board of supervisors. The clerk of the board is required to publish a copy of the proclamation in the local newspaper at least 5 days before the special primary and special general election.

Call of Nonpartisan Election: [16-227](#) Requires a governing body to publish a call of election at least 2 times in a newspaper in the election district where a nonpartisan election is being held at least 1 week apart during the 6 calendar weeks preceding 90 days before the election containing:

1. The purpose of the election.
2. The date of the election.
3. The last date and place for filing nomination petitions, if applicable.
4. The last date to register to vote in the election.
5. The name of the election district conducting the election.
6. The proposed boundaries of the election district, if for establishment or annexation.

In lieu of publication, the body may mail notice to each household in the district containing a qualified elector no later than 90 days before the election.

Notice of Nonpartisan Elections: [16-228](#) Requires publication of notice of a nonpartisan election at least 2 times in a newspaper in the election district at least 1 week apart during the 6 calendar weeks prior to 20 days before the election. The notice must contain the date, location, hours, district, and purpose of the election. As an alternate notice, the county may (and for nonresident qualified electors of special districts, must) mail a notice of the election to each household containing a qualified elector that contains the date, purpose and district of the election. The mailings must be delivered prior to the first date early ballots are sent for the election. For mail ballot elections, the county must publish a notice of election at least twice in a newspaper in the special district once a week during each of the 2 weeks preceding 30 days before the election containing:

1. The date of the election.
2. The date ballots will be mailed.
3. The deadline and location for return of the ballots.
4. The method for obtaining a replacement if a ballot is destroyed, lost, spoiled or not received.
5. A statement that no polling place will be provided.
6. The name of the district that is conducting the election.
7. The qualifications of electors.

Counties may also mail a notice of election, in lieu of posting it, to each qualified voter, containing the same information listed above. The notice must be sent more than 45 days prior to the election.

Electioneering Limits at Polling Places: [16-411](#) Requires the county recorder to post notice on its website at least 2 weeks before an election consisting of a list of polling places where emergency conditions prevent electioneering, the reason the designation was granted, and the number of attempts to find a polling place before granting the emergency designation.

Electromechanical Voting Equipment Test: [16-449](#) Requires the board of supervisors to provide notice of a test of automatic tabulating equipment and programs to be used in an upcoming election in a newspaper at least 2 days prior to the test.

Ballot Counting Center Live Video: [16-621](#) Requires the county recorder to provide a live video recording of the custody of all ballots while the ballots are in the tabulation room of the counting center. This recording must have date and time indicators and a link must be posted on the county's website. The county recorder must keep the recording as a public record for at least as long as the challenge period of the general election. If the live recording is disrupted the recorder must reestablish it as soon as possible.

TITLE 17: GAME AND FISH

Destruction of Unlawful Firearms: [17-240](#) Requires the posting of intention to destroy unlawful firearms. Notice to destroy these firearms must be sent by registered mail to the last known address of the person from whom it was seized - if known - and posted within 3 conspicuous places in the county it was seized- with 2 posted in the customary place for posting public notices about the county courthouse.

TITLE 27: MINERALS, OIL AND GAS

Oil and Gas Production and Conservation: [27-511](#) Requires the sheriff to post notice of confiscation proceedings for illegal oil and gas contraband. The summons must contain the style and number of the suit and a brief statement of the nature of the action and must be posted on the courthouse door and by the place where the commodity is located. The copy must be published once each week for 3 weeks in a newspaper where the suit is pending and copies shall be posted at least 5 days before the return day.

TITLE 28: TRANSPORTATION

Highway Surveys: [28-6702](#) Requires the board of supervisors to give notice of a public hearing for a proposed highway survey via newspaper publication once a week for 2 consecutive weeks containing the purpose and date of the hearing and directing objections to be sent via a written statement to the board of supervisors to explain why the recommendation should not be granted.

County Highway Bids: [28-6713](#) Requires counties with more than 250,000 persons, to post a notice of all purchases or acquisition of equipment of a certain amount and all purchases of supplies and materials over \$2,500 in a newspaper for 2 consecutive publications (if weekly) or two publications between 6-10 days apart (in a daily paper) for construction, reconstruction, equipment or supplies for county highways. The notice must state the character of work to be done and the kind and quality of materials or supplies to be furnished.

County Highway Commission Report and Bond Election: [28-6743](#) Requires that the report drafted by the county highway commission be published in a local newspaper at least two weeks before the election – 6 times in a daily newspaper or 2 times in a weekly newspaper.

Airport Lease Bids and Extensions: [28-8425](#) A county may opt to extend a lease for an airport or airport terminal; in order to do so, the county must publish a notice of intent to consider an extension at least twice in a daily or weekly newspaper less than 30 days prior to the public hearing. Copies must be posted on the leasehold site and at five public places in the county – including on the airport property and the county website. The notice must contain the name of the lessee, a description of the leased property, the current expiration date of the lease, the amount of time the lease is proposed to be extended, and the date, time and place of the public hearing. Additionally, this section stipulates that a notice of the intent to lease land pursuant to this section must be advertised twice in a daily or weekly newspaper – with the first notice published 30 to 60 days prior to the date set for the submission of bids.

TITLE 35: PUBLIC FINANCES

Bond Elections: [35-454](#) Requires the board of supervisors to mail a copy of an information pamphlet to every household with a registered voter in a subdivision at least 35 days before a bond election. The notice must contain the:

1. Amount of the bond authorization.
2. Maximum interest rate of the bonds.
3. Estimated debt retirement schedule for the current amount of bonds outstanding, showing both principal and interest payments, the current NAV and the current adopted and estimated tax rates.
4. Estimated debt retirement schedule for the proposed bond authorization, showing both the estimated principal and interest payments and the estimated average annual tax rate for the proposed bond authorization. The projected total annual increase in NAV for any future year shall not exceed:
 - a. For the first five years of the estimated debt retirement schedule, the average of the annual percentage growth for the previous 10 years in the NAV.
 - b. For the remaining years of the estimated debt retirement schedule, 20% of the average of the annual percentage growth for the previous 10 years in the NAV of the political subdivision.
5. Source of repayment.
6. Estimated issuance costs.
7. Estimated tax impact* of debt service as follows:

The tax impact over the term of the bonds on an owner-occupied residence valued by the county assessor at \$250,000 is estimated to be \$___ per year for __ years, or \$___ total cost.

The tax impact over the term of the bonds on commercial property valued by the county assessor at \$1,000,000 is estimated to be \$___ per year for __ years, or \$___ total cost.

The tax impact over the term of the bonds on agricultural or other vacant property valued by the county assessor at \$100,000 is estimated to be \$___ per year for __ years, or \$___ total cost.

*assuming the NAV of the property increases annually at the lesser of 5% or 50% of the projected total annual increase in NAV.
8. In bold-faced type, estimated total cost of the proposed bond authorization, including principal and interest.
9. Current outstanding general obligation debt and constitutional debt limitation.
10. Projects and expenditures for which the bonds are to be issued presented in a neutral manner.
11. Purpose for which the bonds are to be issued and, if applicable, in bold-faced type, that the amount of the proposed bond authorization combined with the current outstanding debt exceeds the political subdivision's constitutional debt limit.
12. Polling location for the addressee.
13. Hours during the day when the polls will be open.
14. Arguments for and against the authorization of one or more of the bond propositions.

Additionally, the board of supervisors must set a deadline for arguments for or against the bond authorizations and publish that deadline in a newspaper as well as submit a copy of the pamphlet to ADOR within 30 days after the bond election.

Bond Redemption: [35-459](#) Requires that when bonds mature the county treasurer give at least 4 weeks' notice to redeem the bonds in the local newspaper.

TITLE 36: PUBLIC HEALTH AND SAFETY

Public Health and Safety Regulations: [36-183.02](#) Requires counties to provide notice of all general orders and regulations for public health and safety regulations in a newspaper. If there is no newspaper, the county must post the orders and regulations in five public places within the county jurisdiction.

TITLE 37: PUBLIC LANDS

Natural Resource Conservation Districts Alteration: [37-1037](#) Requires the board of supervisors to hold a public hearing (and provide notice of that meeting) on the advisability and feasibility of including additional territory adjacent to an organized district. Posting of meeting notice must be given at least 2 weeks prior to the date of the hearing in the office of the supervisors and such other public notice as the supervisors deem proper.

TITLE 38: PUBLIC OFFICERS AND EMPLOYEES

Fee Schedule Posting: [38-412](#) Requires certain county officials to post a list of fees they are allowed to charge in a conspicuous place in their respective offices.

Open Meeting Law Posting Requirements: [38-431.01](#) In minutes of public meetings – excluding executive sessions – the following must be included: the date, time and place of the meeting, the members of the public body recorded as either present or absent, a general description of the matters considered, an accurate description of all legal actions proposed, discussed or taken, and the names of members who propose each motion. The minutes shall also include the names of the persons, as given, making statements or presenting material to the public body and a reference to the legal action about which they made statements or presented material.

Minutes of executive sessions shall include: the date, time and place of the meeting, the members of the public body recorded as either present or absent, a general description of the matters considered, an accurate description of all instructions given pursuant to section 38-431.03, subsection A, paragraphs 4, 5 and 7 and such other matters as may be deemed appropriate by the public body. The minutes or a recording of a meeting shall be available for public inspection 3 working days after the meeting.

Public Meetings and Proceedings: [38-431.02](#) Requires notice of all meetings of public bodies to be posted conspicuously on the county website - stating where all public notices are posted (electronic and physical) and additional notice as reasonable and practicable.

Pension Funding Policies: [38-863.01](#) Starting in FY 2020, the board of supervisors must adopt a pension funding policy for its PSPRS employees hired before July 1, 2017. The policy must include: how they will maintain stability of the county's contributions to the system, how and when the funding requirements of the system will be met, define the funded ratio target under the system and the timeline for reaching the targeted funded ratio. The board of supervisors must also formally accept the employer's share of the assets and liabilities under the system based on the actuarial valuation. The policy must be posted on the county website.

TITLE 39: PUBLIC RECORDS, PRINTING AND NOTICES

Requirements for Newspaper Notices: [39-204](#) Requires that notices required or authorized by statute be printed in English. If the number of times the notice is to be published is not specified, publication shall be: once each week for two consecutive weeks (weekly newspapers) or four consecutive times (daily newspaper). If the place of publication of the notice is not specified, publication shall be in a newspaper printed and published within the county. If none exists, publication may be made in a newspaper of general circulation in the county which is printed in an adjoining county. For special districts, in a newspaper printed and published within the territorial limits thereof. If no such newspaper is printed and published within the limits thereof, publication may be made in a newspaper printed and published in the county in which the district is located.

TITLE 40: PUBLIC UTILITIES AND CARRIERS

Transmission Lines and Right-of-Way: [40-283](#) Requires the board of supervisors to post public notice in a county newspaper at least once a week for 3 weeks prior to considering action to authorize public service corporations, telecommunications corporations or cable television systems to construct a line, plant, service or system within a public right-of-way.

Underground Utility Conversion Service Area: [40-344](#) Requires the board of supervisors to publish notice announcing a hearing and description of the boundaries of a proposed underground utility conversion service area, along with the estimated cost for each lot or parcel within the proposed area. This notice must be available at the office of each public service corporation or public agency at least 30 days prior to the date of the hearing (and notice must mention these locations) and must also be posted in at least 3 public places within the proposed district. Additionally, the notice must be published once in a newspaper within the proposed area at least 20 days prior to the meeting. Requires the board of supervisors to mail notice announcing the hearing and boundaries of the proposed area to each owner of a parcel within the boundaries of the proposed service area at least 30 days before the hearing.

TITLE 41: STATE GOVERNMENT

Expenditure Limits – Voting to Exceed: [41-563.01](#) Requires the board of supervisors to publish notice of two public hearings to authorize expenditures in excess of the expenditure limit prior to the vote. The notice must be published once a week for at least 2 consecutive weeks in a newspaper and following the vote, an additional notice containing a record of the vote and if approved, the amount of expenditures which exceed the amount constitutionally allowed, the purpose for which the excess expenditures will be expended, and the source of those revenues.

Revenue and Expenditure Database: [41-725](#) Requires that counties with a population greater than 2,500 persons establish and maintain a free website that contains a comprehensive report of all revenues and expenditures over \$5,000 that allows users to access the information in a variety of ways outlined in the statute. Allows counties with a comprehensive annual financial report (CAFR) that is conducted by a certified third party and awarded a certificate of achievement for excellence in financial reporting by GFOA to post that CAFR to fulfill the requirement. Requires that a link to the data be in a prominent place on the county website. Requires that the data be updated no less than every 3 months, and must be retained and accessible for at least 3 fiscal years.

TITLE 42: TAXATION

Property Tax Assessment Notice: [42-15101](#) Requires annual notification of each owner of record or purchaser under a deed of trust or an agreement of sale as to the property's full cash value and limited property value to be used for assessment purposes. The notice must be mailed or delivered electronically to the person's last known address.

County Budget Documents: [42-17103](#) Requires that counties publish the estimates of revenues and expenses, or a summary of the estimates of revenues and expenses, and a notice of a public hearing of the governing body to hear taxpayers and make tax levies at designated times and places. The summary must include estimated revenues and expenditures by fund type, truth in taxation calculations and primary and secondary property tax levies for all districts. This must be available on a county's website no later than 7 business days after the presentation to the board. The final budget must be posted in a prominent location no later than 7 business days after the final adoption. Starting in FY 2012, counties are required to post the initial budget documents adopted under section 42-17105 on the county website for at least 60 months. The budget summary, the address and the web address where the budget documents are located must be published once a week for at least two consecutive weeks after the estimates are tentatively adopted in the local newspaper. If a truth in taxation notice and hearing is required under section 42-17107, the governing body may combine the notice under this section with the truth in taxation notice."

County Truth in Taxation Notice: [42-17107](#) Requires a notice to be published between 14-20 days prior to the hearing date and the second publication 7-10 days prior. The notice must be published in a location other than in the classified or legal advertising section of the paper, must be at least ¼ page in size surrounded by a solid black border at least 1/8 in in width, a headline that reads "Truth in Taxation Hearing Notice of Tax Increase" in 18pt font and have the following language:

Truth in Taxation Hearing Notice of Tax Increase

In compliance with section 42-17107, Arizona Revised Statutes, _____ (name of county) is notifying its property taxpayers of _____ (name of county)'s intention to raise its primary property taxes over last year's level. _____ (name of county) is proposing an increase in primary property taxes of \$_____ or ____%.

For example, the proposed tax increase will cause _____ (name of county)'s primary property taxes on a \$100,000 home to be \$_____ (total proposed taxes including the tax increase). Without the proposed tax increase, the total taxes that would be owed on a \$100,000 home would have been \$_____.

This proposed increase is exclusive of increased primary property taxes received from new construction. The increase is also exclusive of any changes that may occur from property tax levies for voter approved bonded indebtedness or budget and tax overrides.

All interested citizens are invited to attend the public hearing on the tax increase that is scheduled to be held (date and time) at (location).

In lieu of publication, the TNT notice may be mailed to all registered voters in the county 10-20 days before the date of the hearing. The county must also issue a press release containing the notice.

Residential Property Tax Deferral: [42-17310](#) Requires the county assessor to mail the following notice to each taxpayer who claims a deferral of taxes for the preceding tax year:

To: (name of taxpayer)

- Notice -

If you want to defer the collection of property taxes on your residence for tax year ____, you must file a claim for deferral with the county assessor before April 1, _____. Forms for filing the claim are available from the county assessor's office (telephone number).

If you fail to file your claim before April 1, ____, your property taxes on your residence for tax year ____ will be due and payable according to law, but at this time you will not have to pay the property taxes that you have already deferred in prior years.

You must promptly notify the county assessor if you change your permanent address or if you sell or transfer title to your residence.

The county assessor shall include with the notice of assessed valuation for each tax deferred residence parcel, either on the face of the notice or attached to the notice, the words:

Notice: this residence is subject to a lien of deferred taxes. Contact the county assessor's office (telephone number) for details.

The county treasurer shall include with any statement of property taxes on each residence that is subject to a lien of deferred taxes, either on the face of the statement or attached to the statement, the words:

Notice: this residence is subject to a lien of deferred taxes. Contact the county assessor's office (telephone number) for details.

Property Tax Payment Dates and Methods: [42-18051](#) Requires the county treasurer upon receipt of the tax roll from the board of supervisors to publish an official notice that states:

1. The assessment and tax roll is now in the treasurer's possession for collecting the taxes levied.
2. The taxes on real property and personal property are due and payable and become delinquent at the dates and times prescribed by section 42-18052 and interest will be added to the tax from the time of the delinquency as prescribed by section 42-18053 unless either the first half of the taxes are paid before they are delinquent or the full year tax is paid on or before December 31.
3. That all taxes may be paid at the time the first installment is due and payable.
4. When and where tax payments may be made.

The county treasurer shall publish the notice once a week for four consecutive weeks in a newspaper of general circulation in the county.

Sale of Tax Lien for Delinquent Taxes: [42-18106](#) Requires the county treasurer to prepare and post notice of tax lien lists annually. The list must contain all real property that has unpaid and delinquent taxes, describe the property as it is described on the tax roll along with an accompanying notice stating that the treasurer will sell a tax lien on each parcel of real property at public auction for taxes, penalties, interest and charges on the real property. The notice must include the name of the owner, the legal description and parcel number of the property, the tax years for which taxes are delinquent, and the taxes, penalties, interest and charges assessed.

[42-18109](#) Requires the county treasurer to post a correct copy of the delinquent tax list and notice outside the office door of the treasurer for at least 2 weeks before the sale date and at least 1 time in a newspaper between 2 and 3 weeks before the sale date. The newspaper must also post the list and notice from the first publication date through March 1st of the current year on a website that posts the legal notices of 10 or more AZ newspapers for the sale of tax liens for delinquent taxes.

[42-18110](#) Requires the county treasurer to provide an affidavit stating the posting of the delinquent tax list and notice of the tax lien sale.

Judicial Foreclosure of the Right of Redemption: [42-18208](#) Requires the that county treasurer, at least 6 months before a certificate of purchase or registered certificate expires for a purchased tax lien, notify each purchaser by certified mail of the pending expiration, post the names of purchasers who hold liens that are subject to pending expiration on the county website, near the outer door of the county treasurer's office, and at least once in the local county newspaper.

Conveyance to State on Failure to Redeem Initial Notice: [42-18264](#) Requires the board of supervisors to send via certified mail a notice informing the property owner of the parcel that the board of supervisors has applied for a treasurer's deed at least 90 days before the date the treasurer's deed is delivered. The notice shall state that the county board of supervisors has applied for a treasurer's deed on behalf of the state and shall include a description of the property, the date the tax lien was assigned and the last date for redeeming the property. The notice may be in the following form:

Official Notice

Treasurer's office, _____ County, State of Arizona

The board of supervisors of _____ County, acting on behalf of the State of Arizona, has applied for a treasurer's deed to the following described real property, owned by _____ and located in _____ County, Arizona:

(Description)

A tax lien was assigned to the state of Arizona on (Date) for taxes, interest, penalties and charges. If this tax lien is not redeemed according to law before (Date), I will convey the property to the state of Arizona.

County Treasurer

State of Arizona

Conveyance to State on Failure to Redeem Publishing Notice: [42-18265](#) Requires the county treasurer to publish notice once a week for 2 consecutive weeks in a county newspaper. The notice must include: the application for a treasurer's deed, the name of the applicant, description of the property, the date on which the tax lien was assigned, the amount of taxes, interest, penalties and charges for which the tax lien was assigned, a statement that unless the property is redeemed before the stated date a treasurer's deed will be executed and delivered to the county board of supervisors acting on behalf of the state, and the last date for redeeming the tax lien.

Conveyance to State on Failure to Redeem On-Property Notice: [42-18266](#) If the property is in a city or town, can be readily located and is reasonably accessible, and if notice by certified mail has not been delivered, the county treasurer or deputy must post notice via a sign on the property in a conspicuous place, containing the words: *this property is subject to foreclosure for delinquent taxes*. The notice shall contain the method and date by which the owner may redeem the tax lien as specified by 42-18264.

Sale of Land Held by State Under Tax Deed: [42-18302](#) Requires the board of supervisors to advertise real property for public sale held by the state. The list and notice of sale must be posted in a newspaper at least once a week for 2 weeks but not more than 3 weeks before the date of the sale and must continually post a current list and notice in the offices of the board of supervisors. The newspaper must also post the list and notice on a website that posts the legal notices of 10 or more AZ newspapers.

[42-18303](#) Allows the board of supervisors to advertise for the sale of real property in the county held by the state by tax deed via posting on the treasurer's website.

Seizure and Sale of Personal Property for Delinquent Taxes: [42-18401](#) Requires the county treasurer to provide notice prior to the sale of seized personal property for the payment of delinquent taxes. The notice must be provided 1 week prior to the time and place of the sale via newspaper publication or by posting in 3 public places in the county and shall state that a sufficient amount of property will be sold to pay the taxes, fees and costs.

Sale of Seized Personal Property for Delinquent Personal Property Taxes: [42-19111](#) Requires the sheriff to give notice of time, place and terms of sale for seized personal property. The notices must be placed in the county where the property is to be sold, one of which must be posted at the place where the property is located and the other two in locations that are commonly and regularly observed by the general public. An additional copy must be served by personal service on the owner of the property or by mailing a copy by certified mail. If this cannot be completed because the owner or his address is unknown, the sheriff shall publish notice in a newspaper in the county where the unsecured property was seized once each week for 2 consecutive weeks (weekly newspaper) or 6 consecutive times at least 3 weeks but not more than 4 weeks before the sale date (daily newspaper). The notices must include a description of the property, the name of the owner, the place and time of the sale, and the amount of taxes for which the property is to be sold.

Mobile Home Seizure for Delinquent Property Taxes: [42-19158](#) Requires the sheriff to issue notice of intent to seize a mobile home within five working days if the property taxes become delinquent.

TITLE 45: WATERS

County Water Augmentation Authority Formation: [45-1902](#) Requires the clerk of the board of supervisors to publish in a newspaper at least 20 days before a hearing with the date, time place, and purpose of the hearing and notify the governing bodies located within the proposed boundaries of the hearing to form a county water augmentation authority.

TITLE 48: SPECIAL TAXING DISTRICTS

Special District Contracts with Federal Government: [48-175](#) Requires a notice be posted if a special election is held to approve a special district's contract with the federal government. The notice must contain: the date and time of the election, that the district proposes to enter into a contract or agreement with the federal government for a loan or grant for the benefit of the district or purchase or exchange of bonds, along with the maximum amount of money that may be advanced to the government, interest rate, and maturities of any new bonds, and state that a copy of the proposed contract is available for inspection by any elector of the district at the office of the governing body. The notice must be posted in three public places for at least 10 days prior to the election and published in a newspaper once at least ten days prior to the election.

Special District Contracts with Federal Government- Petition to Test Validity: [48-180](#) If the governing body of a special district files a petition to determine the validity of a contract/agreement under this article, the clerk of the court is required to post the summons for affected persons, which must include that the petition has been filed and the date of the hearing. This notice must be posted in a local newspaper at least once a week for two weeks and in at least 3 public places at least 10 days prior to the meeting.

Truth in Taxation Notices by Special Districts: [48-254](#) TNT notice requirements for special taxing districts:

Truth in Taxation Hearing Notice of Tax Increase

In compliance with section 48-254, Arizona Revised Statutes, _____ (name of special taxing district) is notifying its property taxpayers of _____ (name of special taxing district)'s intention to raise its secondary property taxes over last year's level. _____ (name of special taxing district) is proposing an increase in secondary property taxes of \$_____ or ____%.

For example, the proposed tax increase will cause _____ (name of special taxing district)'s secondary property taxes on a \$100,000 home to be \$_____ (total proposed taxes including the tax increase). Without the proposed tax increase, the total taxes that would be owed on a \$100,000 home would have been \$_____.

This proposed increase is exclusive of increased secondary property taxes received from new construction. The increase is also exclusive of any changes that may occur from property tax levies for voter-approved bonded indebtedness.

All interested citizens are invited to attend the public hearing on the tax increase that is scheduled to be held _____ (date and time) at _____ (location).

Agricultural Improvement Districts

Agricultural Improvement District Formation: [48-2304](#) Requires a petition and notice of a hearing on the petition to form an agricultural improvement district to be published 2-4 weeks prior to the hearing date in a newspaper published in the county.

Agricultural Improvement District Elections: [48-2308](#) Requires notice for an election to organize an agricultural improvement district. The notice must designate a name for the proposed district, include a description of its boundaries, include the boundaries of each precinct, and designate the polling place and board of election for each precinct. The notice must be published at least 2 weeks prior to the election in a newspaper published in the county or counties where the proposed district is located.

Agricultural Improvement District Electrical Rates: [48-2334](#) Requires the board of the district to provide public notice of proposed changes to standard electric rate schedules. The notice must include: a statement that the district is making changes, that additional information is available upon request, and a special meeting – with the date, time and location – will be held by the board.

Agricultural Improvement District Bond Elections: [48-2442](#) Requires notice for agricultural improvement district bond elections. Notice must be posted in 3 public places in each election precinct of the district or if the district is not divided into divisions, in 3 public places in the district, for at least 20 days and in a newspaper published in the county once a week for at least two successive weeks. The notice must include the time of the election, the amount of bonds proposed, the maximum rate of interest on the bonds, and their denominations.

Agriculture Preservation Districts

Agriculture Preservation District Formation: [48-5703](#) Requires that individuals who wish to form an agriculture preservation district must submit a district impact statement to the county board of supervisors. The clerk of the board is required to mail notice of the receipt of that statement, the purpose of the impact statement, and the time and location of hearing associated with it to each taxable property owner and qualified elector within the proposed district. Additionally, the clerk must post the notice in 3 public places in the proposed district, publish it 2 times in a daily newspaper at least 10 days prior to the hearing or twice prior to the hearing if there is no daily newspaper.

Antinoxious Weed Districts

Antinoxious Weed Districts: [48-312](#) If an antinoxious weed district board of directors chooses to use an alternative plan, they must hold a hearing to hear objections to the plan. The board of directors is required to post notice of the hearings between 5 and 15 days prior in three conspicuous places not more than 500 feet apart on the property. The notice is required to contain the adoption of the resolution and the date along with a statement of the time, place and purpose of the meeting and that unless the noxious weeds are immediately removed and eradicated the district will proceed with their removal. Contains specific instruction that the notice must be headed in capital letters at least one inch or more in height including the words “notice to destroy noxious weeds.”

Community Facilities Districts

Community Facilities Districts: [48-703](#) Requires the clerk of the board to post a notice when it adopts a formal resolution to create a community facilities district. The following language is required:

To whom it may concern:

The governing body of _____ County, on (Date), adopted the attached resolution declaring its intention to form a tax levying community facilities district. A hearing on formation will be held on (Date), at (Time) at (Location). All persons owning or claiming an interest in property in the proposed district who object to the inclusion of their land in the district, to the formation of the district or to the contents of the general plan must file a written objection with the undersigned at the following address before the time set for the hearing.

(Date) _____

Clerk

Address

(Name of county)

The notice must include a copy of the resolution and must be mailed to the owners of real property in the district, and to all other persons who have requested to receive notice in the last six months. The clerk must also publish a copy of the notice and resolution at least once in a newspaper published in the county. The mailing and publication must be done at least 20 days before the date set for hearing.

The clerk shall execute an affidavit of mailing stating the date of mailing and the names and addresses of the persons to whom the notices and copies of the resolutions were mailed. The clerk shall obtain an affidavit from the newspaper in which the publication was made. The clerk must include both affidavits in the official records of the county.

County Improvement Districts

County Improvement District Formation: [48-905](#), [48-906](#) Requires notice for a hearing to form a county improvement district. Notice must be published twice in a newspaper 1 week apart, the first publication must be at least 10 days prior to the hearing and mailed via first class mail at least 20 days before the hearing to the owners of the property in the proposed district and the corporation commission under certain circumstances.

County Improvement District Contract Awards: [48-923](#) Requires notice of an award of contract to be published twice in a daily newspaper or once in a weekly or semiweekly newspaper for a county improvement district.

County Improvement District Assessment and Warrants: [48-928](#) Requires the board of the improvement district to provide notice of hearings for 5 days in a daily newspaper or twice in a semiweekly or weekly newspaper in the county where the district is located. The first publication must be at least 10 days prior to the hearing. The board must also mail a copy of the notice at least 20 days prior to all real property owners affected by the assessments.

County Improvement District Meeting Notice: [48-948](#) For county improvement districts if a hearing is not held or regularly adjourned at a previously notified time, the board must give notice of the next meeting (time and place) via newspaper publication (at least once) published at least 5 days before the hearing.

County Improvement District Bonds: [48-986](#) Requires the district treasurer to give written notice of advanced maturity on county improvement district bonds to bond holders at least 14 days prior to the day of the call via person service or registered mail or one publication in a newspaper or financial paper in the US. If given by publication, it must also be mailed to the last known address of the holder of the bond.

County Improvement District Bond Election: [48-1062](#) Requires a county improvement district to provide notice in a newspaper once a week for at least two consecutive weeks containing the date of the election, amount of bonds of each series proposed to be issued, maximum rate of interest for each of the series of bonds and denominations of series of bonds. Also requires posting in 3 public places in each election precinct for at least 20 days before the election.

County Jail Districts

County Jail District Formation: [48-4001](#) Requires, before the adoption of a resolution to establish a county jail district that a date and hearing 21-40 days from the date of the resolution shall be published once a week for at least 3 consecutive weeks in a newspaper and posted at least 3 weeks before the hearing in at least 3 public places in the county.

County Jail District Juvenile Detention Acquisition: [48-4004](#) Requires, when the board of supervisors intends to adopt a resolution authorizing a jail district to acquire, construct, operate, maintain and finance juvenile detention facilities, the board hold a hearing and post notice of the hearing once each week for at least three consecutive weeks before the hearing in a newspaper and in at least 3 public places.

County Library Districts

County Free Library District Dissolution: [48-3905](#) If a county free library district has been established, the board of supervisors must publish notice once a week for 3 consecutive weeks of the date and time of the meeting and action to dissolve the district.

Domestic Water Improvement Districts

Domestic Water Improvement District Reorganization: [48-1012](#) Requires the board of supervisors to post notice for an election for the reorganization of a domestic water improvement district. Must post copies in 3 public places within the district at least 20 days before the election and in a newspaper at least once a week during each of the 3 weeks preceding the week of the election.

Domestic Water Improvement District Formation: [48-1014](#) Requires notice announcing a hearing and stating the boundaries of proposed additions or alterations for domestic water and wastewater improvement districts for publication in a newspaper twice, one week apart with the first publication at least 10 days before the date of the hearing. The notice must also be mailed via first class mail at least 20 days prior to the hearing to property owners within the area of proposed addition or alteration.

Drainage and Flood Protection Districts

Drainage and Flood Protection District Formation: [48-2603](#) Requires the petition to organize a drainage district along with a notice of the scheduled hearing be published for at least 6 weeks in a newspaper in all counties that the proposed district.

Drainage and Flood Protection District Election: [48-2608](#) Requires notice for an election to organize a drainage and flood protection district. The notice must designate a name for the proposed district, include a description of boundaries, include the boundaries of each precinct, and designate the polling place and board of election for each precinct. The notice must be published at least 2 weeks prior to the election in a newspaper.

Drainage and Flood Protection District Bond Election: [48-2751](#) Requires the board to post notice for drainage and flood protection district bonding elections. Notice of the election must be posted in 3 public places in each election precinct of the district or, if not divided into divisions, in three public places in the district for at least 20 days and with a publication of the notice in a newspaper published in the county once a week for at least two successive weeks. The notice must specify the time of the election, the amount of bonds proposed to be issued, their denominations, and the maximum rate of interest for the bonds.

Drainage and Flood Protection District Refunding Bond Election: [48-2773](#) Requires the board to post notice of elections to authorize the issuance of refunding bonds for drainage and flood protection districts. Notice must be posted in 3 public places in each election precinct in the district for at least 20 days and with publication in the notice in a newspaper published in the county once a week for at least 2 consecutive weeks before the election. The notice must include the amounts of refunding bonds proposed, the amount of bonds, coupons or other evidences of indebtedness proposed to be refunded, together with a general description and the time of the election.

Drainage and Flood Protection District Flood Protection Facilities: [48-2841](#) Requires proposals for the construction of a flood protection facility be posted. Award for the contract is required to be published twice in a daily newspaper or once in a weekly or semiweekly newspaper, the notice must state the type of contract and that the contract was procured pursuant to title 34, chapter 6, article 1 without competitive bidding, if applicable.

Drainage and Flood Protection District Warrants and Assessments: [48-2845](#) Requires the board of the district to provide notice of hearings for 5 days in a daily newspaper or twice in a semiweekly or weekly newspaper in the county where the district is located. The first publication must be at least 10 days prior to the hearing. The board must also mail a copy of the notice at least 20 days prior to all real property owners affected by the assessments.

Electrical Districts

Electrical District Alterations: [48-1704](#) Requires the board to post notice of a hearing in a newspaper at least once a week for 4 consecutive weeks and in 1 public place in each township or part of township of each range or part of range included in a proposed electrical district. Additionally, at least 3 notices must be posted in different places in every county in which the proposed district is located.

Fire Districts

Fire District Annual Budget: [48-805.02](#) Requires the board of the fire district to post a summary of the annual budget in 3 public places, and a complete budget on the district's website at least 20 days prior to the public hearing. The adopted budget must be posted on the district's website within 7 business days after the adoption and must remain for at least 60 months. Fire districts that do not have a website may post it on the website of the association of fire districts.

Fire District Dissolution: [48-815.01](#) Requires the clerk of the board of supervisors to notify via first class mail a written notice of statement, purpose, day, hour and place of a hearing on the proposed dissolution of the district to each owner of taxable property within the boundaries of a fire district. The notice must be posted 2 times in a daily newspaper at least 10 days before the hearing and in at least 3 conspicuous public places in the district. If no daily newspaper exists in the district, must be posted at least 2 times before the date of the hearing including the purpose of the dissolution statement, description of the area of the district, day, hour and place of the hearing.

Fire District Consolidation: [48-822](#) Requires the board of the fire district to provide notice of an election to consolidate fire districts (the cost of posting notice is reimbursed). The notice must be submitted to the board of supervisors of the affected counties. The notice is to be posted twice in a newspaper in at least 3 conspicuous public places in the district and at least 10 days before the hearing.

Noncontiguous County Island Fire Districts: [48-851](#) Requires notice via first class mail including the day, hour and place of hearing for a proposed noncontiguous county island fire district formation. Requires publication in at least three conspicuous public places in the area of the proposed district and twice in a daily newspaper at least 10 days before the hearing or, if no newspaper exists, at least twice any time before the date of the hearing including the purpose of the formation, description of the area of the proposed district, and the day, hour and place of the hearing.

Noncontiguous County Island Fire District Annual Budgets: [48-853](#) Requires the board of the fire district to post the annual budget in 3 public places and in a newspaper within the district at least 20 days prior to the public hearing. The tentative budget must be posted on the district's website within 7 business days after the adoption. The approved estimate of revenues and expenditures must be posted on the district's website within 7 days of final adoption. Tentative and adopted budgets must remain on the website for at least 60 months.

Flood Control Districts

Flood Control District Easements: [48-3603](#) Allows the district to grant easements or lease real property without public auction as long as the district meets certain requirements. These include posting a public notice at least 15 days prior to the execution of the proposal on the affected property, the district's website and the local newspaper. The notice must include a summary of the proposal and information on the process to request that the proposal be subject to public auction.

Flood Control District Zones: [48-3604](#) Requires the board of supervisors to hold a hearing and post meeting notices no less than 3 weeks before the hearing date to establish zones in a flood control district. Requires the posting and first date of publication to be no less than three weeks before the hearing and must be posted once a week for 3 consecutive weeks in a newspaper and posted in at least 30 public places in the zone.

Flood Control District Rule Adoption Procedures: [48-3609.02](#) Requires the board of supervisors to provide at least 2 weeks' notice of a meeting to adopt, amend, repeal or enforce rule procedures. The board must also provide 2 weeks' notice for a meeting to consider the final text of the proposed rule. Each notice must include the entire text of the proposed rule. Notices may be posted on the district's website.

Flood Control District Zoning Projects: [48-3620.02](#) Requires the board of supervisors to post notice for hearings to consider zoning projects within flood control districts. Requires newspaper notices once a week for 2 consecutive weeks in the affected zone, and the first publication must be at least 10 days before the hearing date. If there isn't a newspaper, then the notice must be posted for 2 consecutive weeks before the hearing in 3 public places in each of the affected zones. The notice must designate a public place in each of the zones where a copy of the map may be seen by an interested person.

Flood Control District License Regulations: [48-3645](#) Requires a flood control district to post on its website the procedure, including the administrative review time frame and substantive review time frame, for a new ordinance or regulation requiring a license.

Flood Control Districts Regulation Directory: [48-3647](#) Requires a flood control district to annually publish a directory summarizing the subject matter of all current ordinances, rules, regulations and substantive policy statements on the district website.

Groundwater Replenishment Districts

Groundwater Replenishment District Formation: [48-4431](#) Requires the board of supervisors to publish a notice stating the purpose of the petition to form a groundwater replenishment district, the description of the area of the proposed district, and the day, hour and place of the hearing twice in a daily newspaper of general circulation in the area of the proposed district at least 20 days before the hearing. Additional notice is required for any proposed expansion of the district.

Irrigation and Water Conservation Districts

Irrigation and Water Conservation District Formation: [48-2907](#) Requires the board of supervisors to post notice of hearings for irrigation and water districts. Must contain the time and place of the hearing published for at least 2 weeks in a newspaper and by posting copies of the petition and notice in 3 or more conspicuous places in the proposed district at least 2 weeks before the hearing date.

Irrigation and Water Conservation District Elections: [48-2916](#) Requires the board of supervisors to give notice for once a week for at least 3 weeks prior to an election for a water or irrigation district. Requires a copy of the notice to be posted in at least 1 conspicuous place in each of the divisions of the proposed district for at least 2 weeks prior to the date of the election. The notice must specify the time and polling places and matters to be submitted to the vote of the electors of the proposed district.

Irrigation Water Delivery Districts

Irrigation Water Delivery District Formation: [48-3423](#) Requires the board of supervisors to give notice of a petition for a hearing 20-40 days after validating signatures to form a water irrigation district. The notice must contain the petition and the hearing date and be posted at least twice 10 days prior to the hearing date. At least five copies of the notice must be posted at least 15 days prior to the hearing.

Irrigation Water Delivery District Alteration: [48-3424](#) Requires the board of supervisors to post notice for hearings on proposed boundary changes for irrigation water delivery service districts between 20 and 40 days from the initial meeting. The post must be made at least twice and the last publication must be at least 10 days before the hearing in a newspaper.

Multijurisdictional Water Facilities Districts

Multijurisdictional Water Facilities District Elections: [48-5905](#) Requires the posting of notice for elections for multijurisdictional water facilities districts. The notice must be posted in 3 public places within the boundaries of the district no less than 20 days before the election and published in a newspaper in the county once a week for 2 consecutive weeks before the election. The notice must state the place and time of the election along with the boundaries of the proposed district and that a preliminary general plan is on file with the clerk.

Multi-County Water Conservation District Contract Validation: [48-3732](#) If the governing body of a multi-county water district files a petition to determine the validity of a contract/agreement under this article, the clerk of the court is required to post the summons for affected persons, which must include the date and location of the hearing, that affected persons must answer the petition at least 10 days prior to the hearing. This notice must be posted in a local newspaper at least once a week for 4 consecutive weeks with the last publication at least 15 days prior to the hearing.

Other Improvement Districts

County Television Improvement District Formation: [48-1102](#) Requires if a board of supervisors wants to form its own television district, that the board provide notice for a hearing on the resolution 21-40 days from the date of the resolution. The notice must contain all the information in the resolution and be published once a week for at least 3 consecutive weeks in a newspaper and at least 3 weeks before the hearing in at least 3 public places.

Rural Road Improvement Districts Tax Levy: [48-1033](#) For rural road improvement district tax levy resolutions, requires the clerk of the board to post the resolution and the following notice:

To whom it may concern:

The board of supervisors of _____ County, on (date), adopted the attached resolution declaring its intention to form a tax levying rural road improvement district. A hearing on formation will be held on (date), at (time) at (location). All persons owning or claiming an interest in property in the proposed district who object to the inclusion of their land in the district, to the formation of the district or to the proposed improvements must file a written objection with the undersigned at the following address before the time set for the hearing.

(Date) _____

Clerk

Address

County

The clerk must mail the notice to the owners of real property in the proposed district and to all other persons claiming an interest in the property who have requested a copy of the notice. The clerk shall also publish a copy of the notice and resolution at least once in a newspaper published in the county at least 20 days prior to the hearing.

Rural Road Improvement District Elections: [48-1037](#) Requires, for any election in a road improvement and maintenance district, for notice to be posted in 3 public places within district boundaries at least 20 days before the election and also in a newspaper once a week for 2 consecutive weeks before the election containing the place, polling hours (no less than six), boundaries of the proposed district (if a formation election), and the amount of bonds, maximum rate of interest, term, and purposes for the monies to be raised if applicable.

Road Improvement and Maintenance District Alterations: [48-1084](#) Requires the board of supervisors sitting as the board of directors to provide notice for additions to and alterations of a road improvement and maintenance district in a newspaper published in the county.

Road Enhancement Improvement Districts Alterations: [48-1094](#) Requires the board of supervisors sitting as the board of directors of a road enhancement improvement district to provide notice in a newspaper for additions to and alterations of the district.

Power Districts

Power District Alterations: [48-1502](#) Requires, upon proposal to organize a power district, that a petition be published for at least 3 weeks prior in a newspaper stating the date of the meeting of the board.

Power District Elections: [48-1507](#) Requires the board of supervisors to issue public notice of a power district election specifying the time, polling places and matters to be submitted. The notice must be published once a week for at least 3 weeks prior to the election in a newspaper published in the affected counties. If crossing county lines the notice must be posted in at least 1 conspicuous place in each of the proposed district divisions for at least 2 weeks prior to the election.

Power District Bonds: [48-1612](#) Requires the posting of notice for bonding elections for power districts. Notice must be posted in 3 public places in each election precinct in the district for at least 20 days and by publication in a newspaper published in the county where the office of the board of directors is maintained once a week for at least three consecutive weeks. The notice must contain the time of the election, the amount of bonds proposed, and the maximum rate of interest on the bonds.

Revitalization Districts

Revitalization District Elections: [48-6818](#) Requires any election for a proposed revitalization district to be posted in 3 public places within district boundaries at least 20 days before the election. The notice may be mailed to the property owners and qualified electors, but if it is not it must also be published in a newspaper at least once a week for 2 consecutive weeks before the election. The notice must state:

1. The place of the election.
2. The hours during the day, not less than 6, in which the polls will be open.
3. If it is an assessment levy election, the maximum assessment rate to be imposed, the purposes for which the monies raised will be used and the existing maximum assessment rate, if any.
4. That a general plan is on file with the clerk.

Sanitary Districts

Sanitary District Alterations: [48-2001](#) Requires the board of directors for a sanitary district to give notice before adopting a resolution to change the name of the district via publication in a newspaper at least 20 days before the hearing date. Additional mailing must be provided to each customer of the district at least 30 days prior to the hearing.

Sanitary District Reorganization: [48-2010](#) Requires the board in sanitary districts consisting of areas less than 160 acres to post notice of elections to reorganize the administration of the sanitary district. The posting must be placed in 3 public places within the district at least 20 days or more prior to the date of the election and placed in a newspaper (if applicable) not less than once a week during each of the 3 calendar weeks preceding the week of the election.

Sanitary District Sanitation Surveys: [48-2016](#) Requires the board of directors for a sanitary district to provide notice of a hearing to consider a report and objections/amendments to the report for a sanitation survey. Notice must be published 5 times in a daily paper or twice in a weekly newspaper.

Sanitary District Contract Bids: [48-2018](#) Requires the board of directors of a sanitary district to post for bids once a week for 2 consecutive weeks in a newspaper including detailed plans and specifications of the work to be done and the materials to be purchased.

Sanitary District Bond Certification: [48-2026](#) Requires the board of directors of a sanitary district, after certification of the amount required for payment of principal of and interest on bonds, to publish notice in a newspaper of an itemized statement of the amounts proposed to be certified and the meeting to be held prior to the certification 20-30 days prior to making the certification to the board of supervisors.

Sanitary Districts Moratoriums: [48-2033](#) Requires, for a proposed moratorium on construction or land development in a sanitary district, to provide a notice published once in a newspaper at least 30 days before a final public hearing to determine the adoption of the moratorium. If there is a proposed extension to the moratorium, the district must notify the general public via newspaper publication at least 30 days prior to the hearing on the proposed extension.

Collector Sewer Construction: [48-2046](#) Requires a resolution of intention for a proposed improvement of a sanitary district to be published 5 times in consecutive issues of a daily newspaper or 2 times in a weekly/semiweekly newspaper. The board must also post along the location of the proposed improvement no more than 300 feet apart. Notices of the passage of the resolution headed “notice of proposed improvement” in one inch high letters and must state the fact of the passage of the resolution of intention and describe the improvement proposed. Additionally, requires notice to be sent to each property owner with a brief description of the proposed improvement via US mail to each name on the most recent equalized property tax roll.

Collector Sewer Construction Hearing: [48-2048](#) Requires the board of a sanitary district to hold a hearing for a protest or objection within 30 days from the expiration of the protest period. Notice must be given twice in a daily or once in a weekly or semiweekly newspaper and by mailing the notice to each objector at their address. The notice requires all persons signing the protest or their agents/attorneys to appear and show why the protest should not be overruled.

Collector Sewer Construction Bids: [48-2049](#) Requires the board to publish notice of a passage of a resolution for improvement and inviting bids for improvements for a sanitary district. The notice must be published twice in a daily newspaper or once in a weekly or semiweekly newspaper in the district, and the board must also post a copy of the notice for 5 days on or near the door of the meeting place of the board containing the time that bid proposals may be filed.

Collector Sewer Construction Contract Awards: [48-2052](#) Requires the board to publish notice of the award of a sanitary district contract twice in a daily newspaper or once in a weekly or semiweekly newspaper.

Collector Sewer Construction Assessment Hearing: [48-2058](#) Requires the board to post notice of a hearing for 5 days in a daily newspaper or 2 times in a weekly or semiweekly newspaper and must contain information about the time and place of the hearing. In addition, a first class mail notice must be mailed to all persons owning real property affected by the assessments in the sanitary district at least 20 days prior to the hearing. If an individual files notice that the work has not been performed, the board must hold a hearing and publish notice of the hearing twice in a newspaper, and the notice must be given to the contractor, the contractor’s surety, the person appointed to take charge of and superintend the work of all persons whose names and addresses appear in the notice.

Collector Sewer Construction Assessment Collections: [48-2068](#) Requires, 30 days before any installment of principal or interest becomes due on a sanitary district assessment, notification by mail every interested person who has filed name and address with the district and a newspaper publication at least 2 times in a daily newspaper or at least 2 successive insertions in a weekly or semiweekly newspaper. The notice must be published in no smaller than 18 point font and read as follows:

Notice of special assessments due on improvements

All persons owning property heretofore assessed for improvements will take notice that an installment of _____ becomes due and payable on or before the _____ day of _____, 19____, and if not so paid on or before such date the same will become delinquent and a ten per cent penalty will be added to the amount thereof.

*The board may publish a more detailed notice, in smaller type, but the heading of the notice prescribed in subsection B may not be smaller type than eighteen point.

The first publication of notice must be at least 30 days before the installment is payable. The publication of notice provided for in this section applies to all bonds and assessments issued and levied and all notices of special assessments due on improvements.

Collector Sewer Construction Delinquent Assessments: [48-2069](#) Requires the board of directors of the collector sewer construction district to publish a list of delinquent assessments within 20 days from the date of delinquency. The list must contain a description of each parcel of property, the name of the owner as state in the assessment (or 'unknown'), the amount of the delinquent installment, the penalty and costs due including the cost of advertising. The list must be published with a notice that unless each delinquent installment, and the penalty and costs on the installment, is paid, the whole amount of the assessment will be declared due and the property will be sold at public auction at a time and place to be specified in the notice. The publication shall be circulated in the sanitary district for 10 days in a daily newspaper, or for 2 weeks in a weekly newspaper. If published in a daily newspaper, publication shall be made in 2 issues for the paper, and 8 days shall intervene between the first and last publication.

Collector Sewer Construction Hearings: [48-2078](#) Requires the board to post notice with a time and a place at least 5 days before a hearing at least once in a newspaper if a previously scheduled hearing is not held or regularly adjourned.

Special Road Districts

Special Road District Formation and Bonding: [48-1408](#), [48-1416](#) Requires the posting of notice for the formation and bonding of a special road district. The notice must be posted in 3 public places in the district at least 20 days before the election and also in the newspaper at least once a week for 2 successive weeks prior to the election. The notice must contain the name and place of the election, the names of 3 judges to conduct the election, the hours in which the polls are open, the amount, denomination, and maximum interest rate of the bonds, and the terms of the bonds (if applicable).

TITLE 49: THE ENVIRONMENT

County Environmental Regulations: [49-112](#) Requires counties to post a public notice on their website and in their local paper when considering environmental rules pursuant to this section. Counties are required to allow public comment for at least 30 days after the posting, respond to those public comments and post the county's responses on the county website. If an oral proceeding on the proposed rule is requested, the county is required to post notice of the proceeding no less than 20 days prior. These requirements do not apply when counties are adopting rules that simply reference an existing state or federal rule or law that provides greater regulator flexibility for regulated parties. Additionally, if counties cannot keep the fees for environmental permits for programs that mirror state programs at or below the state's fees, they must post a notice of non-compliance on their website.

County Air Pollution Control Rulemaking Notice: [49-471.04](#) Requires a control officer to prepare a notice of a proposed rule or ordinance subject to 49-112 or not exempted under 49-471.08. The notice must include a preamble and the full text of the proposed rule. The notice must be posted on the county's website and the control officer must inform individuals who have requested to be notified of proposed rules or ordinances. This section also requires the county to post a notice of any supplemental proposed rule or ordinance making if there are substantive changes between the original notice and the final proposed rule.

County Air Pollution Control Rulemaking Public Comment: [49-471.06](#) Allows a control officer to post notice of informal meetings or the soliciting of public comments on proposed rules. Requires control officers to post a notice on the county's website of an oral proceeding on a proposed rule at least 30 days prior to the proceeding. This posting may be made in conjunction with the posting that invites public comment.

County Air Pollution Control Time and Manner of Rulemaking: [49-471.07](#) Requires a control officer to post a notice on the county's website if rulemaking proceedings are terminated. Additionally, it requires that if the proposed rule is brought to the board of supervisors a notice be posted in the meeting agenda. If the rule is adopted, a notice shall be posted on the county's website and must include the preamble and text of the final rule.

County Air Pollution Control Expedited Rulemaking: [49-471.08](#) Requires a control officer to post a notice of expedited rule or ordinance making on the county's website. The notice must contain the preamble, the full text of the proposed rule and an explanation of why the rule is necessary and how it does not alter the sense, meaning or effect of the law it is derived from. The section also requires that for 30 days after the posting a control officer accept public comment. If the rule is adopted, a control officer must post a notice on the county's website that contains the full text and the explanation of why it is necessary and how it does not alter the meaning of the law it is derived from.

County Air Pollution Control Substantive Policy Statements: [49-471.11](#) Requires a control officer to post the substantive policy statements on the county's website and annually post a directory that summarizes those statements.

County Air Pollution Control Notices: [49-498](#) Requires the posting of notice for hearings for the department of air quality. The notice must be published at least 2 times in a newspaper or, if no newspaper is available in the county, in a newspaper in an adjoining county and by posting copies of the petition and notice in at least 3 conspicuous places in the county. If the hearing involves a violation of rules or regulations, requires service by registered mail or personal service to the person who allegedly committed the violation at least 15 days prior to the hearing with a written notice of the hearing.

Solid Waste Facilities: [49-767](#) Requires the county when selecting a possible permanent site for a solid waste facility to publish notice of a public hearing in the general vicinity of the proposed permanent site. The notice must be published once a week beginning at least 2 weeks before the hearing in a daily or weekly newspaper and then mailed. The notice must include the time and location of the public hearing and a list of permits required in order to operate that proposed waste facility. The mailed notice must be at least 2 weeks before the hearing for areas located within a 1 mile radius of the outer boundaries of the proposed solid waste landfill.

Hazardous Waste Facilities: [49-941](#) Requires when selecting or permitting a possible permanent site for treatment, storage or disposal of hazardous waste to send written notice of the possible permanent site to each real property owner within a specified area. If the proposed site is in an unincorporated area, owners within a 3 miles radius must be notified. If the 3 mile radius intersects a municipal boundary, individuals living within the municipal boundary and within 300 feet of the outer boundary of the proposed permanent site must also be notified. If the proposed permanent site is in an incorporated area, owners within a three hundred foot radius of the outer boundaries of the proposed permanent site must be notified.

Hazardous Waste Facilities Hearing: [49-942](#) Requires notice of a public hearing in the nearest public facility in the general vicinity of proposed permanent sites for hazardous waste disposal via newspaper once a week beginning at least 2 weeks before the hearing and mailed notice must be sent at least 2 weeks before the hearing.

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