

Notice Requirements for Adopting a Comprehensive Plan

Advance notice of a hearing to adopt or amend the plan must be provided to the following parties:¹

- **Official newspaper.** Notice must be published in the community's official newspaper at least 30 days prior to the hearing. The notice must provide the date, time and place of the hearing; a summary of the plan or amendment; information on how to obtain access to the plan; and contact information for a local government employee. If a community does not have an official newspaper, it may provide notice to other media likely to give notice in the area.
- **Other news media.** Notice must also be provided in writing or by phone, fax or email to any news media that have filed a written request.
- **Interested property owners.** Notice must be provided to property owners that have submitted a written request to receive notice of action affecting their property at least 30 days prior to the public hearing. Notice may be provided by mail or another agreed upon method, and an appropriate fee may be charged.
- **Non-metallic mining interests.** Written notice must be provided to any person that has registered a marketable nonmetallic mining interest or applied for or obtained a nonmetallic mining permit at least 30 days prior to the public hearing.
- **Department of Agriculture, Trade and Consumer Protection.** Notice of the adoption or amendment of a county farmland preservation plan must be provided to DATCP for review and comment.

¹ Wis. Stat. §§ 19.84; 66.1001(4)(d)-(f); and 91.10(5).