



Public Hearing Notice

Administrative Guidance

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GUIDANCE

Public Hearing Notice

1. **Timeline:** Various regulations prescribe the minimum notice and advertisement time of a public hearing. Usually, public notice in a newspaper is required. The time required varies with the subject of the hearing. Generally, it is between 10 and 15 days.
2. **Content:** There is usually no legal form of notice required, only that the notice be of sufficient clarity and fullness to give the public an idea as to what the subject matter will be, when and where the hearing will be held, and where additional information may be obtained.

PURPOSE

The purpose of this document is to provide guidance on making proper notice for a public hearing.

PROCEDURE

Please contact the [Clerk's Office](#) to schedule a Legal Ad. The current deadline for The News & Observer and The Herald Sun is as follows:

Published By	Submit By	Time
Monday	Friday by	11:15 AM
Tuesday	Monday by	11:15 AM
Wednesday	Tuesday by	11:15 AM
Thursday	Wednesday by	11:15 AM
Friday	Thursday by	11:15 AM
Saturday	<i>Unpublishable</i>	N/A
Sunday	Friday by	11:15 AM

RELATED INFORMATION

- A. [G.S. 160A-81 and 81.1](#)
- B. [Town Code of Ordinances](#)
- C. [Chapel Hill Land Use Management Ordinance Article 4](#)