



# **TOWN OF HINTON**

## **Town Project or Maintenance Work**

### **Effecting Particular Property Owners Policy**

#### **Policy No. 051**

Planning and Technical Services

Approved By: Town Council

Approved On: 2000 02 01

#### **POLICY STATEMENT**

The Town shall notify all adjacent residents that will be affected by any non-routine\*, planned municipal maintenance and project work occurring on abutting public land/streets at least five days in advance.

\*routine activities cover regular work such as grass cutting, snow removal, street sweeping, garbage pickup etc.

#### **1. GOALS**

#### **2. DEFINITIONS**

#### **3. METHODS AND PROCEDURES**

Notification shall occur to occupied and vacant property owners, and shall include a description of the work planned, its affect on the abutting owners and contact information for follow-up inquiries. (NOTE: Communication to multifamily households may be done through the overall property owner, such as mobile home park operator or apartment manager.)

- For work affecting less than 50 households, notification shall be in some direct form, i.e. direct mailing, neighbourhood billboard, direct personal contact, e-mailing, etc.
- For projects affecting 50 or more households, notification may be by a form of mass communication i.e. radio/newspaper advertising, etc.

#### **4. RESPONSIBILITIES**

The department overseeing the work is responsible for doing the notification.

#### **5. GUIDING PRINCIPLES TO STAFF**