



How to Publish a Legal Notice

The Town publishes a weekly advertisement in The Chapel Hill News, a supplement to the Raleigh News and Observer, on Sundays to fulfill the NC General Statutes requirements for legal notices. "TOWNweek" includes official legal notices as well as general information of interest to the public. Many legal notices are required to be published twice consecutively in the same publication with the first publication **no fewer than 10 days before the meeting for which they are associated.**

Does this matter require a Legal Notice?

If you have questions about public notification requirements for your meeting or activity, contact the Town Attorney to find out whether a legal notice is required and within what timeframe it must be published.

Ralph D. Karpinos, Town Attorney Phone: 919-968-2746 E-mail: townattorney@townofchapelhill.org

If your matter requires a Legal Notice, Contact CaPA

Write your legal notice. Email it and the necessary publication dates to info@townofchapelhill.org. No special formatting is required. **Deadline is 5 p.m. on Friday a week prior to the Sunday** on which you would like the notice published in The Chapel Hill News.

Melanie Miller, Graphic Artist Phone: 919-969-5056 E-mail: info@townofchapelhill.org

What happens if I miss the deadline? You will be required to make arrangements for the advertisement to appear in another newspaper such as the Wednesday Chapel Hill News, the *Chapel Hill Herald (Durham Herald-Sun)* or *The News & Observer*. This will likely incur an additional cost that you will need to cover. Please note, legal notices must be published in a newspaper with paying subscribers.

Examples of Meetings/Hearings that require public notice:

- Council subcommittees, boards, commissions and ad-hoc committees
- Public Information meetings
- Hearings at which changes to the following will be considered:
 - Ordinances
 - Zoning

This is not an exhaustive list. If you have any questions, contact the Town Attorney.

Reminders

Your responsibility for publishing a notice may also include the following:

- Website calendar
- News release
- Zoning signage
- Postcard notification
- See "How to Schedule a Public Meeting"



The Legal Notice

Send this information to info@townofchapelhill.org by 5 p.m. the Friday a week before the ad is published:

1. Date of the meeting (Day of the week and date--e.g., Monday, May 31)
2. Date(s) the notice needs to run
3. The notice

Example:

Chapel Hill-Carrboro City Schools Maintenance Building Rezoning and Special Use Permit Applications (Project # 16-103)

Timmons Group has submitted Rezoning and Special Use Permit applications on behalf of Chapel Hill-Carrboro City Schools, which propose rezoning a 5.42-acre site at 1708 High School Road from Residential-1 (R-1) to Residential-5-Conditional (R-5-C). The proposed Special Use Permit would authorized expanding a maintenance/storage facility to include a 23,000 square foot addition and 68 new vehicular parking spaces. The site is identified as Orange County Parcel Identifier Numbers 9779-68-6385 and 9779-79-3970. For more information, contact Eric Feld at efeld@townofchapelhill.org or 919-969-5077 or visit <http://bit.ly/2n8XoQ5>.

The published version will look like this:

The below referenced items are on file with the Town Clerk at Chapel Hill Town Hall, 405 Martin Luther King Jr. Blvd. Written comments may be submitted to the Mayor and Town Council (see Contact Us below). Residents are invited to give input at public hearings and forums. Those with difficulty hearing or speaking may arrange assistance by calling 919-968-2743 a week prior to the meeting.

April 17

The Chapel Hill Town Council will meet at 7 p.m. Monday, April 17, in the Council Chamber of Chapel Hill Town Hall, 405 Martin Luther King Jr. Blvd., to consider an agenda that includes the following:

Chapel Hill-Carrboro City Schools Maintenance Building Rezoning and Special Use Permit Applications (Project # 16-103)

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