

2. The purpose of the notice is to give nearby property owners and other interested people the opportunity to submit written comments about the application, before the Type II decision is made. The goal of this notice is to invite people to participate early in the decision-making process.
3. Notice of a pending Type II administrative decision shall:
 - a. Provide a minimum 14-day period for submitting written comments before a decision is made on the permit.
 - b. List the relevant approval criteria by name and number of code sections.
 - c. State the place, date and time the comments are due, and the person to whom the comments should be addressed.
 - d. Include the name and telephone number of a contact person regarding the administrative decision.
 - e. Identify the specific permits or approvals requested.
 - f. Describe the street address or other easily understandable reference to the location of the site.
 - g. State that if any person fails to address the relevant approval criteria with enough detail, they may not be able to appeal to the Land Use Board of Appeals or Circuit Court on that issue. Only comments on the relevant approval criteria are considered relevant evidence.
 - h. State that all evidence relied upon by the Community Development Director to make this decision is in the public record, available for public review. Copies of this evidence can be obtained at a reasonable cost from the City.
 - i. State that after the comment period closes, the Community Development Director shall issue a Type II administrative decision. The decision shall be mailed to the applicant and to anyone else who submitted written comments or who is otherwise legally entitled to notice.
 - j. Contain the following notice: "Notice to mortgagee, lienholder, vendor, or seller: The City of Warrenton Development Code requires that if you receive this notice it shall be promptly forwarded to the purchaser."

D. Administrative Decision Requirements. The Community Development Director shall make Type II written decisions addressing all of the relevant approval criteria and standards. Based upon the criteria and standards, and the facts contained within the record, the Community Development Director shall approve, approve with conditions, or deny the requested permit or action.

E. Notice of Decision.

1. Within five days after the Community Development Director signs the decision, a notice of decision shall be sent by mail to:
 - a. Any person who submits a written request to receive notice, or provides comments during the application review period.
 - b. The applicant and all owners or contract purchasers of record of the site which is the subject of the application.
 - c. Any person who submits a written request to receive notice, or provides comments during the application review period.
 - d. Any City-recognized neighborhood group or association whose boundaries include the site.
 - e. Any governmental agency which is entitled to notice under an intergovernmental agreement entered into with the City, and other agencies which were notified or provided comments during the application review period.
2. The Community Development Director shall cause an affidavit of mailing and posting of the notice to be prepared and made a part of the file. The affidavit shall show the date the notice was mailed and posted, and shall demonstrate that the notice was mailed to the people and within the time required by law.
3. The Type II notice of decision shall contain: