



Public Notice Checklist

Meeting:

Sunshine Act

Title 65 Chapter 7 Section 8 PA §710.1 Open Meetings

- Notice posted in a newspaper
 - Includes location, date and time of meeting
 - Posted prominently at meeting place
 - Agenda posted 24 hours prior to the meeting
 - Copies of agenda available at the meeting
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- If there is a perceived violation of the Sunshine Act, any participant may raise an objection during the meeting.
 - Any official action taken is void
 - Legal challenges can be filed within 30 days at Court of Common Pleas

Public Hearing On Zoning Ordinance:

PA Municipalities Planning Code

- Notice posted in the newspaper for 2 successive weeks (less than 30 days and more than 7 days)
- Brief description of ordinance or decision
- Address of where the full text ordinance may reviewed by the public
- Written notice be conspicuously posted on the affected tract of land at least one week prior to the hearing.

- Legal challenges to procedural defects can be filed by appeal in the Court of Common Pleas within 30 days of decision.