



# Utah Public Notice Website

## A Comprehensive Website Manual

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## **Benefits of using the Utah Public Notice Website**

The Utah Public Notice Website (UPNW) provides greater accessibility to public notices of public meetings, public hearings, and activities of government statewide. It encourages greater public participation and involvement in public decisions.

The UPNW helps to standardize the format for publishing public notice information. The UPNW form fulfills the requirement of providing public notice and includes fields for supplemental information. The public body also may choose to post past public meeting minutes on the UPNW.

The public and media may subscribe to the public bodies of their interest through the UPNW. This electronic subscription (either via RSS feed or email) is free of charge and notifies interested parties of any new or updated public notices posted by the public body. Past notices are archived and are accessible, and users can search current, past, and future notices.

A widget on the UPNW home page allows governmental entities easily to display the notices on their own websites. The UPNW is accessible through a link from Utah.gov as well as through a short, simplified website address: <http://publicnotice.utah.gov>. The website is fully accessible for individuals with disabilities. There are help functions available to both public and administrative users.

## **Contact Information: the Roles of Utah Interactive and the Utah State Archives**

Utah Interactive provides the technical support for the UPNW. Posters experiencing any difficulties in posting or problems using the website should contact Utah Interactive. Their contact information is:

**Utah.gov Support**  
**[Support@utahinteractive.org](mailto:Support@utahinteractive.org)**  
**801-983-0275 or 877-988-3468**

The Utah State Archives is responsible for assisting and training public bodies on the use of the UPNW. The administrator for the website is Glen Fairclough. His contact information is:

**[gfairclough@utah.gov](mailto:gfairclough@utah.gov)**  
**Phone: 801-531-3841**  
**Fax: 801-531-3867**  
**Mail: 346 S. Rio Grande St., Salt Lake City, UT 84101-1106**

The Utah State Archives is tasked with managing access permissions and hierarchy structures, maintaining website content and information, providing needed content updates and frequently asked questions, developing and maintaining authority lists and authorizing additions, and appraising, archiving, and providing permanent access to posted notices.

## Terminology & Responsibilities

### Entity

Governmental *entity* broadly means all state agencies and political subdivisions (cities, counties, special districts), the legislature, public education and state-funded higher education institutions, and the judiciary.

### Government Type

*Government type* is the arrangement of governmental entities into categories: state, county, cities, schools, and special districts.

### Owner

An *owner* is the individual within the entity who has the following rights within the website:

- Control of all of the entity's information on the UPNW with which they are associated.
- Oversight of approval rights to all posters associated with public bodies in their entity.
- Self-register for the website (access will be approved by the Administrator).
- Add an additional owner to the entity if needed (prolonged absence, etc.). Please limit this to no more than 1 additional owner.
- Add and edit public bodies associated with the entity.
- Determine which newspapers will be notified of new public notices for each public body.
- Add, search, edit, remove, and give rights to posters of public bodies within the entity.
- Post notices for any public body it controls (can delegate this to the posters or post in the event of a poster's absence).
- Approve, edit, or reject notices from posters without approval rights.

Owners have all rights of a user and a poster.

### Public Body

A Public Body is any administrative, advisory, executive, or legislative body of the state or its political subdivisions that: is created by the Utah Constitution, statute, rule, ordinance, or resolution; consists of two or more persons; expends, disburses, or is supported in whole or in part by tax revenue; and is vested with the authority to make decisions regarding the public's business. (Please see Utah Code 52-4-103(7) for the complete definition of a public body and other terms.)

If unsure, check with your legal counsel to verify what the entity's public bodies are. Please note that the Administrator cannot provide legal opinions on whether or not the boards or commissions are public bodies as the Administrator is not legal counsel.

## **Poster**

Posters are representatives from the public body who will post public notices on behalf of their represented public body. There may be multiple posters for a public body. The poster may often be an executive secretary, administrative assistant, clerk, or board member.

Posters have the rights of a user and have the right to:

- Self-register for the website (access will be approved by the Administrator or the owner)
- Search, create, edit, and remove draft notices for associated public body

Some posters have approval rights (if assigned by the owner) and will be able to publish their notices to the UPNW without the owner's permission.

## **User**

A user is a citizen, state employee, city, county, special district, school district, or member of the media who will be using the UPNW to find posted and archived public notices.

## **Accessing the Utah Public Notice Website**

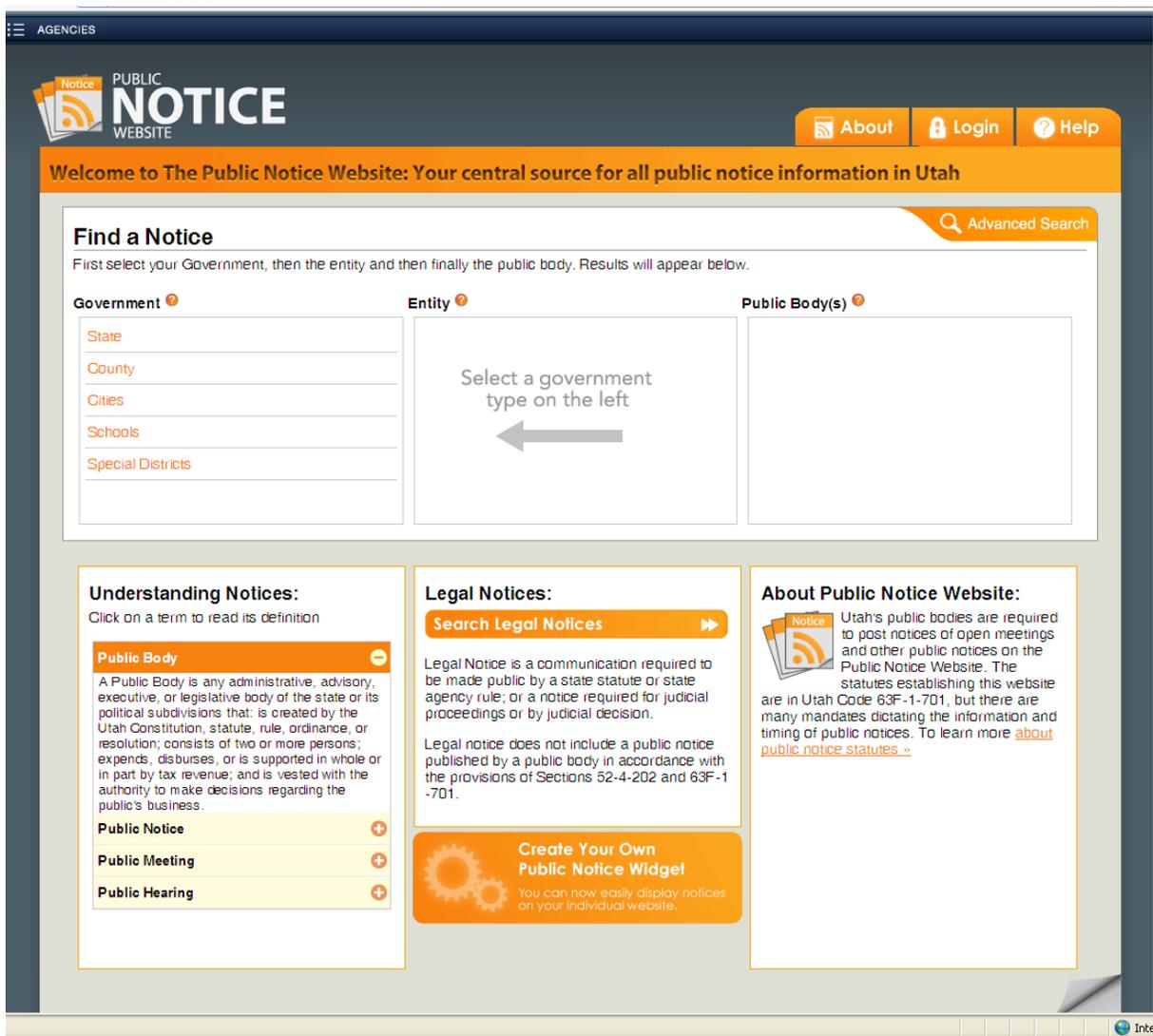
Bookmark the website. The UPNW URL is <http://publicnotice.utah.gov>. Please note that if you type in "www" before the pnw, you will be directed to the Utah.gov home page and not the UPNW.

The website address appears different from the <http://publicnotice.utah.gov>. This is because the shorter URL is much easier to remember than the longer URL. The shorter URL will redirect you to the longer URL, so do not be alarmed when you see a different web address in the browser.

## The Public Notice Website Home Page

The home page options are:

1. The basic search function and a link on the upper right side to the advance search function feature.
2. The "About" tab in the upper right corner that links to information about the website.
3. The "Login" tab that directs to the administrator login page to post notices.
4. The "Help" tab that answers frequently asked questions and provides other helpful information.



The bottom section of the page provides definitions relevant to the website, information about and a link to the legal notice website ([Utah Legal Notices](#)), and a link to the statutes that require posting on the Public Notice Website.

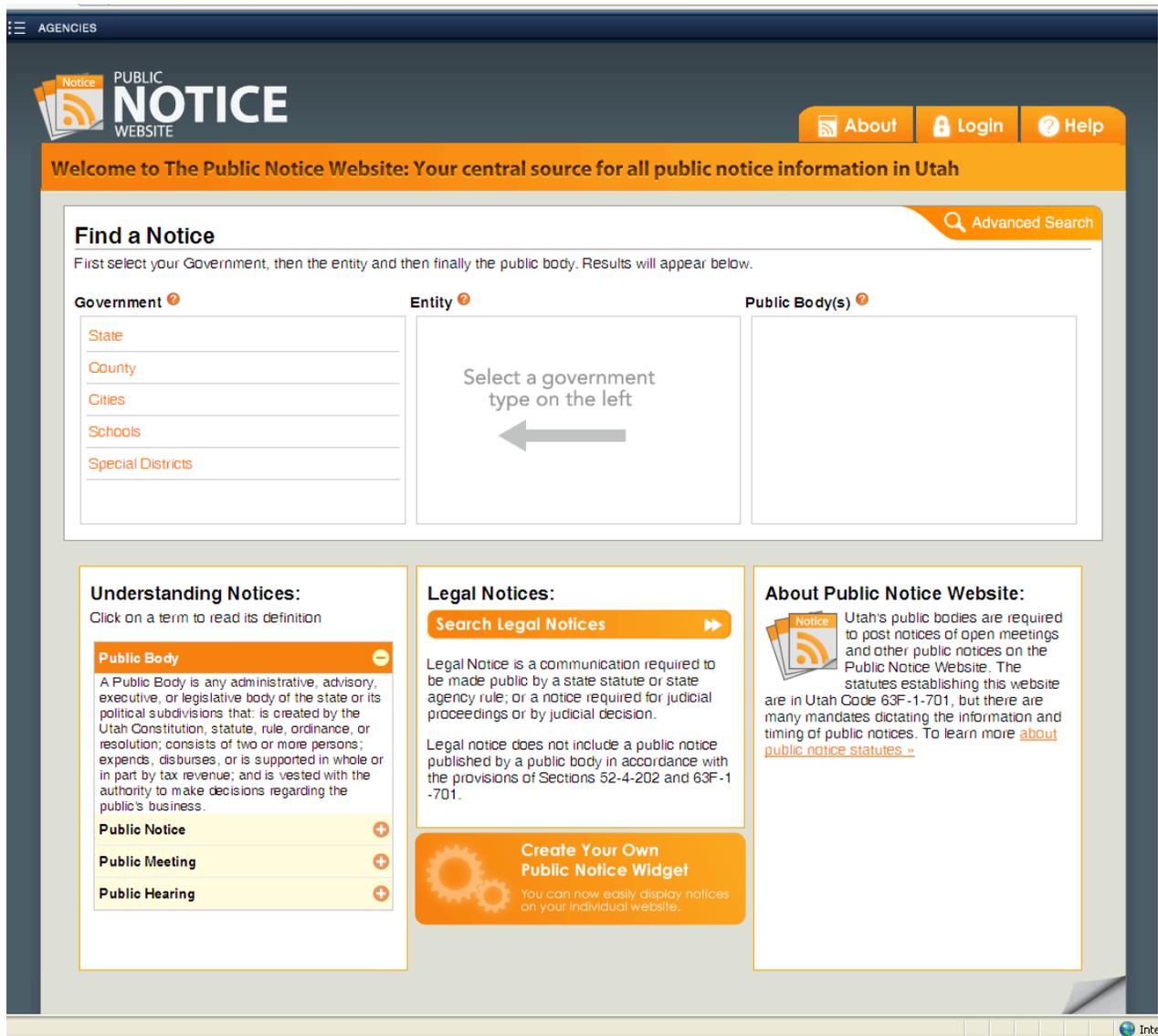
5. A widget enables posters to display their public notices on their own website.

# Finding a Notice on the Public Interface

## Searching for a Public Notice – Simple Search & Advanced Search

The public interface is how the public will look for public notices posted on the website. It is a useful tool to check public notice information.

1. Type <http://pnw.utah.gov> into the web browser.
2. There are different search functions. The first is a basic search on the home page.
3. In the **basic search** (browse), there are three fields.



- a. Select a government type. This will automatically populate the next field with the options available for the government type selected.
  - b. In the next field, select the entity. This will automatically provide a list of the public bodies available for the selected entity.
  - c. Select the public body of interest.
4. Selecting the public body will generate a list of notices.

The screenshot shows the 'Public Notice Website' interface. At the top, there is a navigation bar with 'About', 'Login', and 'Help' buttons. Below this is a welcome message: 'Welcome to The Public Notice Website: Your central source for all public notice information in Utah'. The main section is titled 'Find a Notice' and includes an 'Advanced Search' button. Below the title, there is a instruction: 'First select your Government, then the entity and then finally the public body. Results will appear below.' There are three dropdown menus: 'Government' (with 'State' selected), 'Entity' (with 'Department of Administrative Services' selected), and 'Public Body(s)' (with 'Capitol Preservation Board' selected). Below these filters, there is a 'Browse Results' section with a note: 'Please note: Results for the browse search are limited to the last 6 months. To do a full archive search use the advanced search.' A table of results is displayed, with a red circle highlighting the first two rows. The table has columns for Notice, Location, Date, Public Body, and Status.

Notice	Location	Date	Public Body	Status
<a href="#">Capitol Preservation Board</a>	<a href="#">350 N State Street, Salt Lake City</a>	<a href="#">2010/09/21 04:00 PM</a>	<a href="#">Capitol Preservation Board</a>	Scheduled
<a href="#">Capitol Preservation Board Meeting</a>	<a href="#">120 State Capitol Building, Salt Lake City</a>	<a href="#">2010/07/19 03:00 PM</a>	<a href="#">Capitol Preservation Board</a>	Scheduled

5. To perform an **advanced search**, click on the link that says "Advanced Search."

**PUBLIC NOTICE WEBSITE**

About Login Help

Welcome to The Public Notice Website: Your central source for all public notice information in Utah

Find a Notice [Browse for notice](#)

Entity:  Governmental entity: Broadly means all state agencies and political subdivisions (cities, counties, special districts), the legislature, public education and state funded higher education institutions, and the judiciary.

Keywords:

Date:  (to)

Deadline Date:  Deadline dates often include deadlines for submitting written comments or requests to speak at a meeting.

Posted On:

Submit

**Understanding Notices:**  
Click on a term to read its definition

**Public Body**

A Public Body is any administrative, advisory, executive, or legislative body of the state or its political subdivisions that: is created by the Utah Constitution, statute, rule, ordinance, or resolution; consists of two or more persons; expends, disburses, or is supported in whole or in part by tax revenue; and is vested with the authority to make decisions regarding the public's business.

**Legal Notices:**  
[Search Legal Notices](#)

Legal Notice is a communication required to be made public by a state statute or state agency rule; or a notice required for judicial proceedings or by judicial decision.

Legal notice does not include a public notice published by a public body in accordance with the provisions of Sections 52-4-202 and 63F-1-701.

**About Public Notice Website:**

Utah's public bodies are required to post notices of open meetings and other public notices on the Public Notice Website. The statutes establishing this website are in Utah Code 63F-1-701, but there are many mandates dictating the information and timing of public notices. To learn more [about public notice statutes](#).

6. The advanced search provides five ways to search for notices: entity, keyword, date, deadline date, and posted on date. Each field may be used individually or in combination.
- To enter an entity name, start typing the entity name, and the system will generate a list of corresponding entity names. Select one from the list.
  - The keyword function will search the meeting title and agenda of notices for the corresponding keyword.
  - To select a date or date range, click on the calendar and select the dates you want for the search.
  - To select a deadline date, click on the calendar and select the date you want for the search. Deadline dates are often associated with a deadline to submit a written comment for a public meeting or to request to speak at a public meeting.
  - To select a posted on date, click on the calendar and select the date you want for the search. Many public notices have a time requirement, and the date will indicate the date the notice was posted on the website.

6. After completing the search fields, hit the "See Results" button to generate a list of notices based on the entered search parameters.
7. Hit the "Submit" button, and a list of search results will be generated.

The screenshot shows the Public Notice Website interface. At the top left is the logo for 'PUBLIC NOTICE WEBSITE'. To the right are navigation links for 'About', 'Login', and 'Help'. Below the navigation is a welcome message: 'Welcome to The Public Notice Website: Your central source for all public notice information in Utah'. The main content area is titled 'Search Results' and contains a table with the following data:

Entity ▲	Public Body ▲	Location ▲	Date ▲	Meeting ▲	Status ▲
Department of Commerce	<a href="#">Real Estate Commission</a>	<a href="#">Heber Wells Bldg., Salt Lake City, UT</a>	<a href="#">2010/05/19 09:00 AM</a>	<a href="#">Real Estate Commission</a>	Scheduled
Department of Commerce	<a href="#">Real Estate Commission</a>	<a href="#">Heber Wells Bldg., Salt Lake City, UT</a>	<a href="#">2010/06/16 09:00 AM</a>	<a href="#">Real Estate Commission</a>	Scheduled
Department of Commerce	<a href="#">Real Estate Commission</a>	<a href="#">Heber Wells Bldg., Salt Lake City, UT</a>	<a href="#">2010/07/21 09:00 AM</a>	<a href="#">Real Estate Commission</a>	Scheduled
Department of Commerce	<a href="#">Real Estate Commission</a>	<a href="#">Heber Wells Bldg., Salt Lake City, UT</a>	<a href="#">2010/08/18 09:00 AM</a>	<a href="#">Real Estate Commission</a>	Scheduled
Department of Commerce	<a href="#">Real Estate Commission</a>	<a href="#">Heber Wells Bldg., Salt Lake City, UT</a>	<a href="#">2010/09/15 09:00 AM</a>	<a href="#">Real Estate Commission</a>	Scheduled
Department of Commerce	<a href="#">Real Estate Commission</a>	<a href="#">Heber Wells Bldg., Salt Lake City, UT</a>	<a href="#">2010/09/16 09:00 AM</a>	<a href="#">Real Estate Commission</a>	Scheduled
Department of Commerce	<a href="#">Real Estate Appraiser Licensing and Certification Board</a>	<a href="#">Heber Wells Bldg., Salt Lake City, UT</a>	<a href="#">2010/05/26 09:00 AM</a>	<a href="#">Appraiser Board</a>	Scheduled
Department of Commerce	<a href="#">Real Estate Appraiser Licensing and Certification Board</a>	<a href="#">Heber Wells Bldg., Salt Lake City, UT</a>	<a href="#">2010/06/23 09:00 AM</a>	<a href="#">Appraiser Board</a>	Scheduled
Department of Commerce	<a href="#">Real Estate Appraiser Licensing and Certification Board</a>	<a href="#">Heber Wells Bldg., Salt Lake City, UT</a>	<a href="#">2010/07/28 09:00 AM</a>	<a href="#">Appraiser Board</a>	Scheduled

8. The search results of both the basic (browse) and advanced search lists the public body name, meeting or hearing location, date of the meeting or hearing, the meeting or hearing title, and the status of the meeting (scheduled or cancelled).
9. To view a public notice, click on a notice.

## Notice Details – Public Interface

The details of a public notice include:

The screenshot displays the 'Public Notice Details' page on the Utah Public Notice Website. The page includes a search bar, navigation links (About, Login, Help), and a welcome message. The main content area is divided into several sections:

- Public Notice Details:** A search bar with a 'Search again' button.
- Entity:** Department of Commerce
- Public Body:** [Real Estate Commission](#)
- Subject:** Real Estate
- Notice Title:** Real Estate Commission
- Notice Type:**
- Notice Date & Time:** May 19, 2010, 9:00 AM - 6:00 PM
- Description/Agenda:**
  - UTAH REAL ESTATE COMMISSION AMENDED AGENDA
  - HEBER WELLS BUILDING - ROOM 210
  - May 19, 2010
  - 9:00 a.m.
- PUBLIC SESSION:**
  - 9:00 PLANNING AND ADMINISTRATIVE MATTERS
    - A. Approval of Minutes
  - 9:15 DIVISION REPORTS
    - A. Director's Report - Deanna Sabey
    - B. Enforcement Report - Dee Johnson
    - 1) Discussion on Proposed Stipulations
    - C. Education/Licensing Report - Mark Fagergren
  - 10:15 COMMISSION AND INDUSTRY ISSUES
    - A. Rule Updates - Jennie Jonsson
- CLOSED TO PUBLIC INFORMAL HEARINGS:**
  - 10:30 Shawn Kirby - Application for License
  - 11:30 George Jeppson - Application for License
- CLOSED TO PUBLIC EXECUTIVE SESSION:**
  - A. Review of Stipulations
- Notice of Special Accommodations:** In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Renda Christensen, ADA Coordinator, Division of Real Estate, PO Box 146711, 160 East 300 South, Salt Lake City, UT 84114-6711, Phone (801) 530-6750, at least three working days prior to the meeting.
- Notice of Electronic or telephone participation:** NA
- Other information:**
- Attachments:**
- This notice was posted on:** May 06, 2010 09:48 AM
- This notice was last edited on:** May 17, 2010 03:45 PM
- [Please give us feedback](#)

Additional sections on the right side of the page include:

- Meeting Location:** Heber Wells Bldg, 160 East 300 South, 2nd Floor, Salt Lake City, UT, 84114. Includes a [Map this!](#) link.
- Contact Information:** Renda Christensen, 801-530-6750, [rendachristensen@utah.gov](mailto:rendachristensen@utah.gov)
- Options:**
  - [Add this notice to calendar](#)
  - [Printer Friendly](#)
  - [Email this to a Friend](#)
- Subscription options:** Subscription options will send you alerts regarding future notices posted by this public body. Includes links for [RSS](#) and [E-mail](#).
- Connect!** Includes a [Tweet](#) button (0 tweets) and a [Like](#) button (0 likes).

At the bottom of the page, there are links for [Utah.gov Home](#), [Utah.gov Terms of Use](#), [Utah.gov Privacy Policy](#), [Utah.gov Accessibility Policy](#), and [Translate Utah.gov](#). A copyright notice states: Copyright © 2010 State of Utah - All rights reserved.

- Entity name
- Public body name
- Notice type
- Notice title
- Notice date and time
- Description/Agenda

- Notice of special accommodation
- Notice of electronic or telephone participation
- Other information
- Attachments
- Meeting location with mapping function
- Public body contact information
- Date and time the notice was posted on the UPNW
- Date and time the last edit was made on the notice

The **Public Notice Details** page includes these options:

- Print a "Print Friendly" copy of the notice
- Add the meeting to the electronic calendar
- Email a copy of the notice to a friend
- Access the public body details
- Subscribe to the public body
- Connect to a Twitter account or Facebook page

## Public Body Details & Subscription Options – Public Interface

To access the public body details, click on the public body name.  
Public body details list:

The screenshot shows the 'Public Notice Website' interface. At the top, there is a navigation bar with 'About', 'Login', and 'Help' links. Below the navigation bar is a welcome message: 'Welcome to The Public Notice Website: Your central source for all public notice information in Utah'. The main content area is titled 'Public Body Details' and shows information for the 'State Records Committee' under the 'Department of Administrative Services'. The contact information includes: Contact Person: Susan Mumford; Contact Email: [smumford@utah.gov](mailto:smumford@utah.gov); Contact Phone: 801-531-3861; Address: 346 South Rio Grande Street, Salt Lake City 84101-1106; Website: <http://www.archives.utah.gov>; Other information: (blank). To the right of the contact information is a 'Subscribe to a public body' section with the text: 'You can subscribe to this public body and receive future notices.' Below this text are two links: 'RSS' and 'Email Subscription', and a link 'How do I use these options?'. Below the contact information is a section titled 'Upcoming Notices' which contains a table with the following data:

Location	Date	Meeting	Status
<a href="#">State Archives Building, Salt Lake City</a>	<a href="#">2010/08/12 09:30 AM</a>	<a href="#">State Records Committee</a>	Scheduled
<a href="#">Archives Building, Salt Lake City</a>	<a href="#">2010/07/08 09:00 AM</a>	<a href="#">State Records Committee</a>	Scheduled
<a href="#">Archives Building, Salt Lake City</a>	<a href="#">2010/06/10 09:30 AM</a>	<a href="#">State Records committee</a>	Scheduled
<a href="#">Archives Building, Salt Lake City, UT</a>	<a href="#">2010/05/24 01:00 PM</a>	<a href="#">State Records Committee</a>	Scheduled
<a href="#">State Archives Building, Salt Lake City</a>	<a href="#">2010/05/13 09:30 AM</a>	<a href="#">State Records Committee Meeting</a>	Scheduled

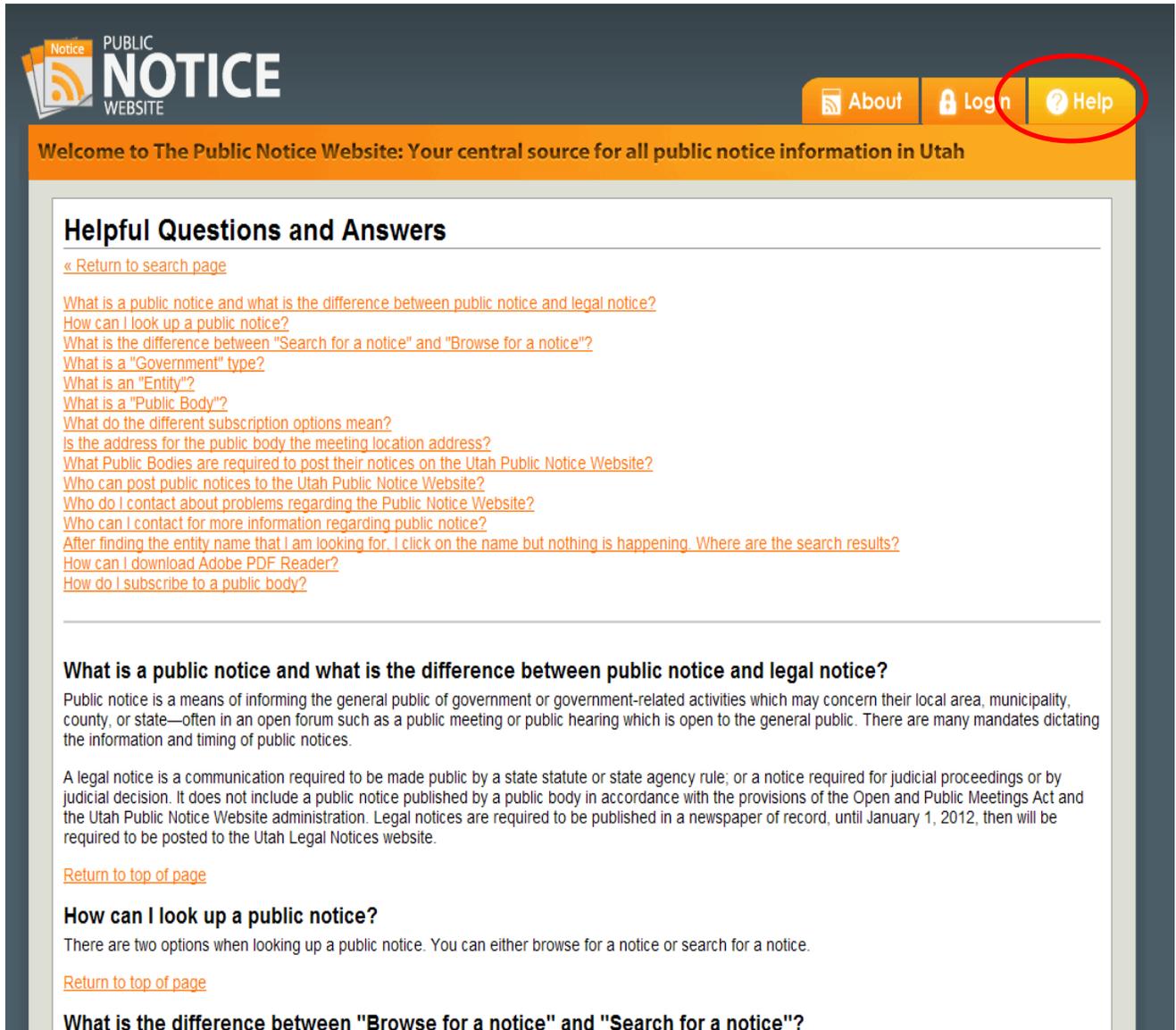
At the bottom of the page, there is a footer with links: [Utah.gov Home](#) | [Utah.gov Terms of Use](#) | [Utah.gov Privacy Policy](#) | [Utah.gov Accessibility Policy](#) | [Translate Utah.gov](#). Below these links is the text: 'Copyright © 2010 State of Utah - All rights reserved.'

- Contact name
- Contact email
- Contact phone number
- Address
- Website URL
- Subscription options

To subscribe to a public body, select the type of subscription wanted (RSS Feed or Email). Subscribing to a public body provides notifications of any new notices and updates to current notices published on the website for that public body.

## Help – Public Interface

To view the help options, go to the home page and click on the “Help” tab in the upper, right-hand corner of the website. The help section answers frequently asked questions.



The screenshot shows the Public Notice Website interface. At the top left is the logo for the Public Notice Website. To the right of the logo are three navigation tabs: "About", "Log n", and "Help". The "Help" tab is circled in red. Below the navigation bar is a yellow banner with the text: "Welcome to The Public Notice Website: Your central source for all public notice information in Utah". Below the banner is a section titled "Helpful Questions and Answers" with a link to "Return to search page". A list of frequently asked questions is provided, including: "What is a public notice and what is the difference between public notice and legal notice?", "How can I look up a public notice?", "What is the difference between 'Search for a notice' and 'Browse for a notice'?", "What is a 'Government' type?", "What is an 'Entity'?", "What is a 'Public Body'?", "What do the different subscription options mean?", "Is the address for the public body the meeting location address?", "What Public Bodies are required to post their notices on the Utah Public Notice Website?", "Who can post public notices to the Utah Public Notice Website?", "Who do I contact about problems regarding the Public Notice Website?", "Who can I contact for more information regarding public notice?", "After finding the entity name that I am looking for, I click on the name but nothing is happening. Where are the search results?", "How can I download Adobe PDF Reader?", and "How do I subscribe to a public body?". Below this list is a section titled "What is a public notice and what is the difference between public notice and legal notice?" followed by a paragraph explaining public notice and a paragraph explaining legal notice. Below this is a link to "Return to top of page". Another section titled "How can I look up a public notice?" follows, with a paragraph explaining the two options: browsing for a notice or searching for a notice, and a link to "Return to top of page". The final section is titled "What is the difference between 'Browse for a notice' and 'Search for a notice'?".

**Public NOTICE WEBSITE**

About Log n **Help**

Welcome to The Public Notice Website: Your central source for all public notice information in Utah

### Helpful Questions and Answers

[« Return to search page](#)

[What is a public notice and what is the difference between public notice and legal notice?](#)

[How can I look up a public notice?](#)

[What is the difference between "Search for a notice" and "Browse for a notice"?](#)

[What is a "Government" type?](#)

[What is an "Entity"?](#)

[What is a "Public Body"?](#)

[What do the different subscription options mean?](#)

[Is the address for the public body the meeting location address?](#)

[What Public Bodies are required to post their notices on the Utah Public Notice Website?](#)

[Who can post public notices to the Utah Public Notice Website?](#)

[Who do I contact about problems regarding the Public Notice Website?](#)

[Who can I contact for more information regarding public notice?](#)

[After finding the entity name that I am looking for, I click on the name but nothing is happening. Where are the search results?](#)

[How can I download Adobe PDF Reader?](#)

[How do I subscribe to a public body?](#)

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### What is a public notice and what is the difference between public notice and legal notice?

Public notice is a means of informing the general public of government or government-related activities which may concern their local area, municipality, county, or state—often in an open forum such as a public meeting or public hearing which is open to the general public. There are many mandates dictating the information and timing of public notices.

A legal notice is a communication required to be made public by a state statute or state agency rule; or a notice required for judicial proceedings or by judicial decision. It does not include a public notice published by a public body in accordance with the provisions of the Open and Public Meetings Act and the Utah Public Notice Website administration. Legal notices are required to be published in a newspaper of record, until January 1, 2012, then will be required to be posted to the Utah Legal Notices website.

[Return to top of page](#)

### How can I look up a public notice?

There are two options when looking up a public notice. You can either browse for a notice or search for a notice.

[Return to top of page](#)

### What is the difference between "Browse for a notice" and "Search for a notice"?

## Administrative Interface Login

The administrative interface is the part of the website where owners and posters may enter, edit, publish, and otherwise work to post notices.

1. Type <http://pnw.utah.gov> into the web browser.

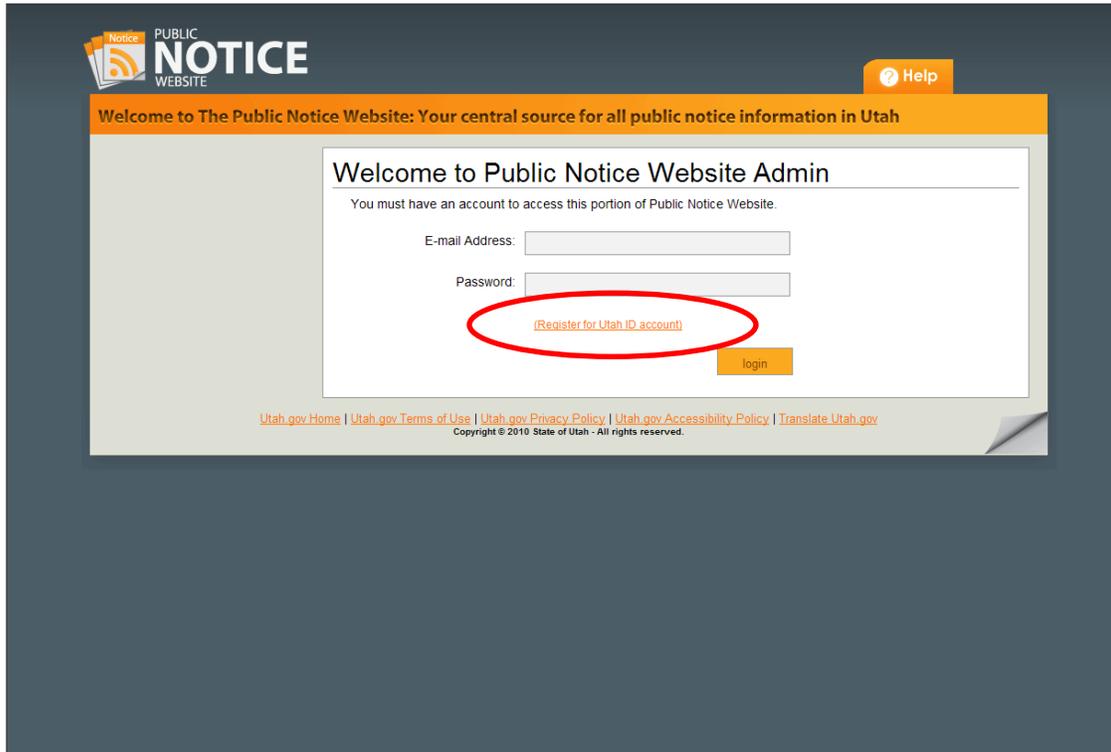
The screenshot shows the homepage of the Public Notice Website. At the top, there is a navigation bar with 'AGENCIES' on the left and 'About', 'Login', and 'Help' on the right. The 'Login' button is circled in red. Below the navigation bar is a welcome message: 'Welcome to The Public Notice Website: Your central source for all public notice information in Utah'. The main content area is titled 'Find a Notice' and includes an 'Advanced Search' button. Below this, there are three dropdown menus: 'Government', 'Entity', and 'Public Body(s)'. The 'Government' dropdown is open, showing options: State, County, Cities, Schools, and Special Districts. The 'Entity' dropdown is empty and contains the text 'Select a government type on the left' with a left-pointing arrow. Below the search section, there are three informational boxes: 'Understanding Notices' (with a 'Public Body' definition), 'Legal Notices' (with a 'Search Legal Notices' button), and 'About Public Notice Website' (with a link to 'public notice statutes').

2. Users must have an account to access this portion of the UPNW.
3. If you have a Utah Master Directory (UMD) account, you can enter your email address and password here. If you are a state employee with a @utah.gov email address, you can enter your LAN password.

## First-Time Users

If you are a first-time administrative user (owner or poster), you will need to create an UMD account *before* you can log in.

1. To create an UMD account, click on the "Register for UMD account" link. *All owners and posters must have a UMD login account to continue.*



2. Click on "Register Here."



3. Enter first name, last name, Utah-ID, password, email address, and security questions and answers. Click "Create."

utah.gov My Account Portal Google Custom Search Search

Utah.gov login ID

Create a Utah-ID Account

\* = Required Fields

Steps needed to Access:  
Mini Portal

(1) Create Account  
(2) Activate Account

• [Return to Login](#)

### Create Your Utah-ID

\*First Name:

\*Last Name:

Your Utah-ID will be your Login-ID,  
you may select any unique name to identify your account.  
You may use letters, numbers, and the underscore character.  
Do not use your email address.

\*Utah-ID:

Your Password must be eight characters or more; case does not matter.

\*Password:

\*Verify Password:

Password Strength:  Not Rated

Password strength can be improved  
by adding numbers and special characters.

### Contact Information

\*Email Address:

Alternate Email Address:

Note: Security is improved if you provide an Alternate Email Address.  
Password Recovery messages are sent to both email addresses.  
If one email account is compromised, you can discover the attempt  
by messages in the other email account.

4. After clicking "Create," the following message appears: "An email containing instructions to completing your account setup has been sent to the email you provided."
5. You will receive a confirmation email with the subject line of "New User Creation."
6. In the confirmation email, there will be a link and a 4-character validation code. Click on the link, and log in with your primary email address and the password you created during registration.
7. After logging in, the information you entered will be displayed. Click on the "validate" link in red to the right of your email address.
8. Enter the 4-character validation code that was in the email. Please be aware that codes are case sensitive. Click "Save." You will receive a confirmation: "Your account has been validated."

9. After the user account is created, you can log in to the Public Notice Website, <http://pnw.utah.gov>, using your email address.

### **Requesting Owner or Poster Access**

If you are not entered as an owner or poster into the UPNW (either by the Administrator or the entity owner), you must request either owner or poster access first.

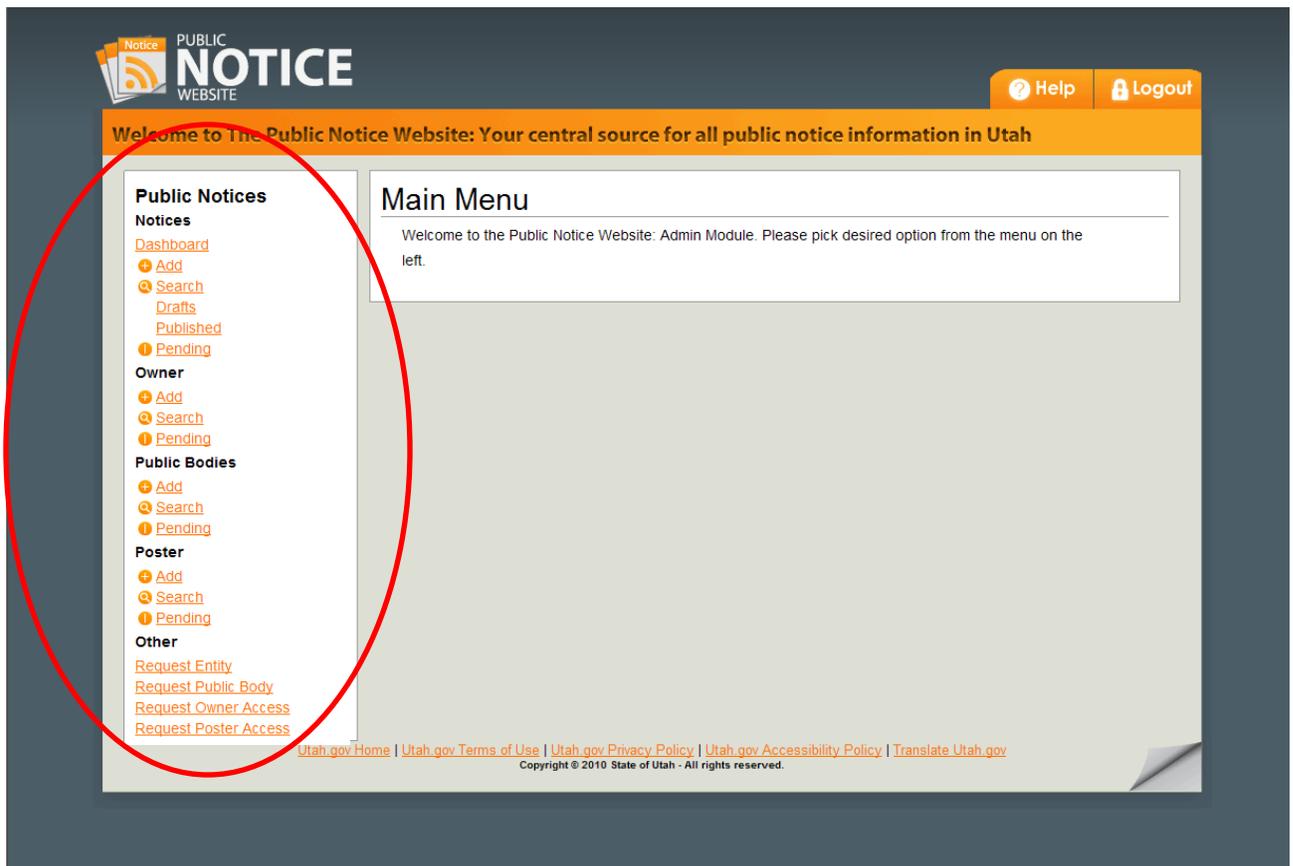
If the entity is not listed, please click on the "**Entities, Add**" link. All requests for owner access and entities will be sent to the Administrator for approval.

To request poster access, click on the "**Poster, Add**" link. The request will be sent to the entity owner for approval. If the public body is not listed, please click on the "**Public Body, Add**" link. All requests for poster access and public bodies will be sent to the owner for approval. If you do not have an owner for the entity, please contact the Administrator.

After you have obtained owner or poster access, you will be able to log in to the UPNW and see the dashboard.

## Owner Administrative Interface

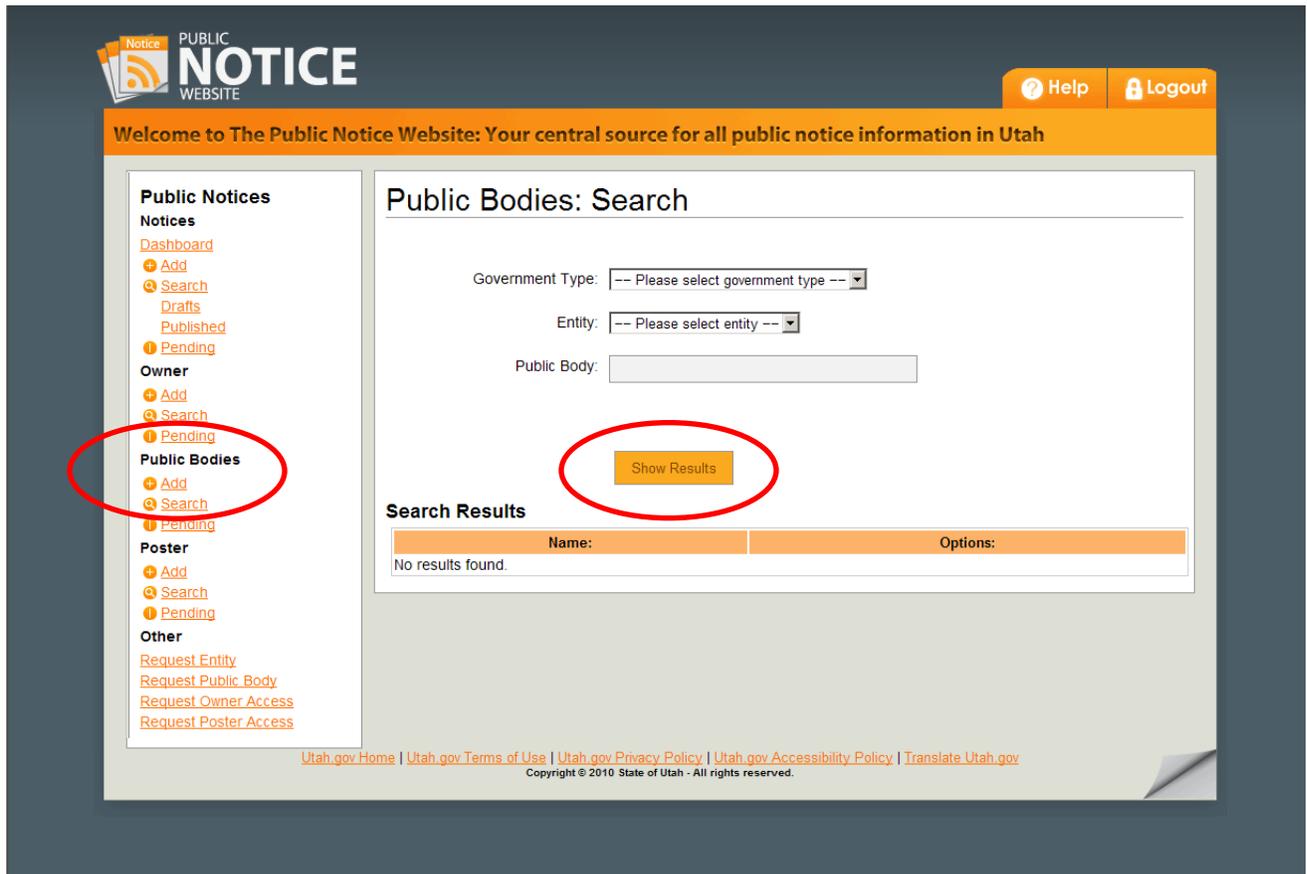
The Owner dashboards display the navigation related to their rights as owners. Navigation of the application can be found on the left of every page in the administrative portion of the website.



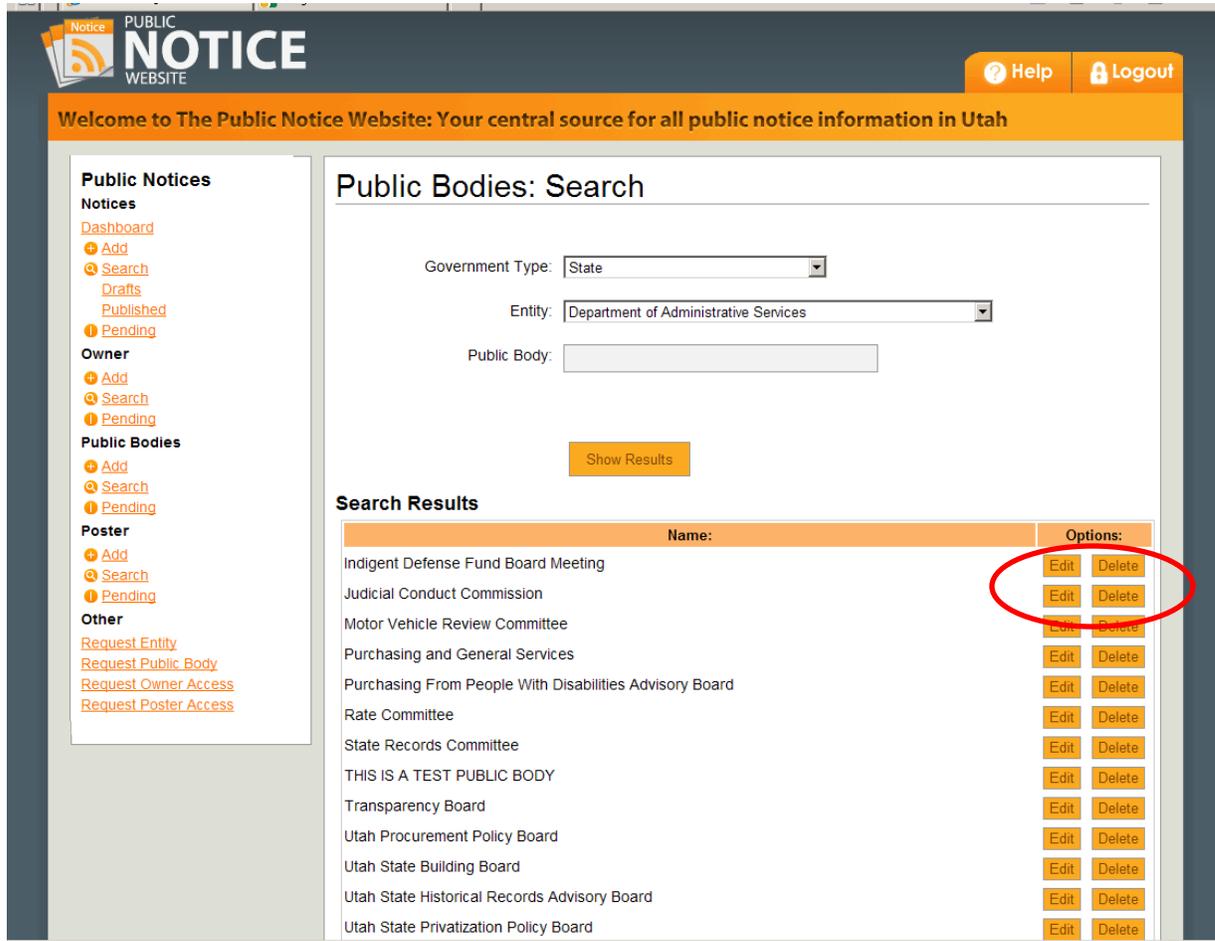
An owner will want to add all the entity's public bodies into the system first. Before adding a new public body, the owner should check to see what public bodies already exist in the system to avoid duplicate entries. *Duplicate entries can only be deleted by the Administrator.*

## Searching for Existing Public Bodies

1. In the **Public Bodies** section, click on "Search."
2. Enter in the government type and entity, and click "Show Results." This will generate a list of all public bodies for that specific entity.

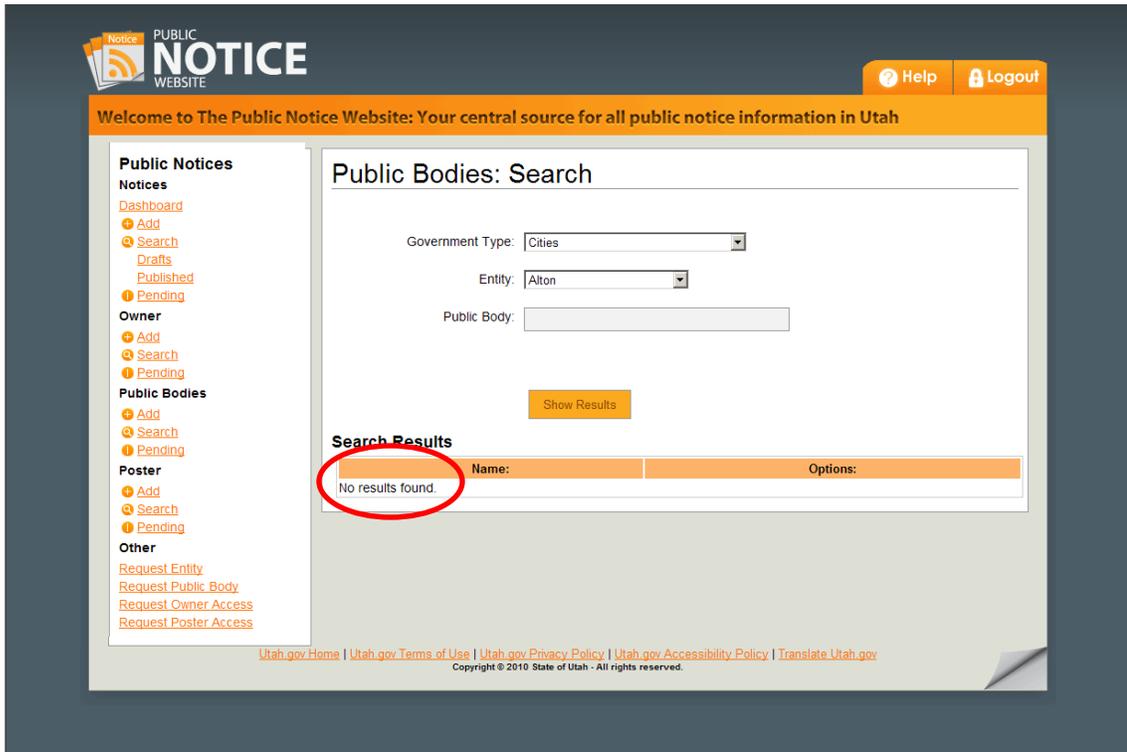


3. If a list of public bodies appears, click on the "Edit" graphic to see or make changes to the public body information. If no listings appear, please skip to Step #5.



4. The "Public Bodies, Edit" screen will give information previously entered by an owner or the Administrator. Most of the information is editable. The following fields can be edited: public body name, street address, city, county, zip code, website URL, start and end date (dates the public body is active), the ADA statement, Electronic Participation statement, other, newspaper subscriptions, and contact name, phone number, and email. Click on "Save" at the bottom of the screen. **Please note...once a public body is added, it can only be deleted by the Administrator.**

5. If there are no listings for the public body in the search results, add the public body to the entity.



## Adding a New Public Body

The first task an owner should complete is to add the public bodies for the entity. If there are no public bodies in the system, or some are missing, add a new public body.

1. Click on **"Public Bodies, Add."**

The screenshot shows the 'Public Notice Website' interface. The top navigation bar includes 'Notice PUBLIC NOTICE WEBSITE', 'Help', and 'Logout'. Below the navigation bar is a welcome message: 'Welcome to The Public Notice Website: Your central source for all public notice information in Utah'. The main content area is divided into two sections. On the left is a sidebar with a menu of options: 'Public Notices' (with sub-items: Dashboard, Add, Search, Drafts, Published, Pending), 'Owner' (with sub-items: Add, Search, Pending), 'Public Bodies' (with sub-items: Add, Search, Pending), 'Poster' (with sub-items: Add, Search, Pending), and 'Other' (with sub-items: Request Entity, Request Public Body, Request Owner Access, Request Poster Access). The 'Public Bodies' section is circled in red. On the right is the 'Public Bodies: Add' form. The form includes a note: 'Note: Items marked with an \* are required'. The form fields are: 'Public Body Name: \*' (text input), 'Type: \*' (dropdown menu with '-- Please select government type --'), 'Governing Entity: \*' (dropdown menu with '-- Please select entity --'), 'Street Address: \*' (text input), 'Street Address 2:' (text input), 'City: \*' (text input), 'County: \*' (text input), 'Zip Code: \*' (text input), 'Website:' (text input), 'Start Date:' (text input), 'End Date:' (text input), and 'ADA: \*' (text input).

2. Fill in the information (required information is marked with an asterisk\*):
  - Public body name\* (should be the official public body name. Spell out acronyms and abbreviations; there is no limit to the character length).
  - Type\* (select from drop-down list).
  - Governing entity\* (select entity name from drop-down list).
  - Street address\* (this is the street address for the office of the public body; this can also include the mailing address in Street address 2).
  - City\*
  - County\*
  - Zip Code\*
  - Website URL

- Start date and end date (these dates relate to the active dates of a public body, such as if the public body was created for only a few years and is no longer active).
  - ADA\* (Americans with Disabilities Act statement or Notice of Special Accommodation).
  - Electronic Participation\* (statement of the body's policy on board members participating by electronic means; if there is no policy, put NA).
  - Other (any important information for the notice that does not have a specific field).
  - Newspaper subscriptions (to receive notifications for posted notices; newspapers are arranged by geographic location, e.g., all Salt Lake City newspapers are listed together)
  - Contact person, email, phone number\* (the name of the person the public can contact with questions regarding the public body, meetings, hearings, or other matters; the contact is not necessarily the poster).
3. When the required information is completed, click "Save."

Please note that information entered into the ADA, Electronic Participation, or other fields creates default information for all notices created under that public body. This saves the poster the need of typing in this information with every new notice. This information can be changed for specific notices if it does not apply to a particular notice, but the default information will not be changed.

## Editing a Public Body

Most of the information for a public body is editable.

1. In the **Public Bodies** section, click on "Search."

The screenshot displays the Public Notice Website interface. The header includes the logo and navigation links for Help and Logout. A welcome message reads: "Welcome to The Public Notice Website: Your central source for all public notice information in Utah".

The main content area is titled "Public Bodies: Search". It features three search criteria:

- Government Type:
- Entity:
- Public Body:

A "Show Results" button is located below the search fields.

The "Search Results" section shows a table with columns for "Name:" and "Options:". The table content is "No results found."

The left sidebar contains a navigation menu with sections: Public Notices, Notices, Dashboard, Add, Search, Drafts, Published, Pending, Owner, Add, Search, Pending, Public Bodies (highlighted with a red circle), Add, Search, Pending, Poster, Add, Search, Pending, and Other. The "Public Bodies" section includes links for Request Entity, Request Public Body, Request Owner Access, and Request Poster Access.

Footer text includes: [Utah.gov Home](#) | [Utah.gov Terms of Use](#) | [Utah.gov Privacy Policy](#) | [Utah.gov Accessibility Policy](#) | [Translate Utah.gov](#)  
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2. Enter in the government type and entity, and click "Show Results." Choose the public body from the list or type in the name of the public body to edit. Click "Edit."

The screenshot displays the Public Notice Website interface. At the top, there is a navigation bar with the logo and the text "PUBLIC NOTICE WEBSITE". To the right of the logo are links for "Help" and "Logout". Below the navigation bar is a welcome message: "Welcome to The Public Notice Website: Your central source for all public notice information in Utah".

The main content area is divided into two sections. On the left is a sidebar menu with the following categories and links:

- Public Notices**
  - Notices
    - Dashboard
    - + Add
    - 🔍 Search
    - Drafts
    - Published
    - 📌 Pending
  - Owner
    - + Add
    - 🔍 Search
    - 📌 Pending
  - Public Bodies
    - + Add
    - 🔍 Search
    - 📌 Pending
  - Poster
    - + Add
    - 🔍 Search
    - 📌 Pending
  - Other
    - [Request Entity](#)
    - [Request Public Body](#)
    - [Request Owner Access](#)
    - [Request Poster Access](#)

The main content area is titled "Public Bodies: Search". It contains a search form with the following fields:

- Government Type:
- Entity:
- Public Body:

Below the search form is a "Show Results" button. The search results are displayed in a table with the following structure:

Name:	Options:
State Records Committee	<a href="#">Edit</a> <a href="#">Delete</a>

The "Edit" and "Delete" buttons in the search results table are circled in red. At the bottom of the page, there is a footer with the following text: "Utah.gov Home | Utah.gov Terms of Use | Utah.gov Privacy Policy | Utah.gov Accessibility Policy | Translate Utah.gov Copyright © 2010 State of Utah - All rights reserved."

3. The "**Public Bodies, Edit**" screen will give the information entered previously by an owner or the Administrator. Most of this information can be edited.
4. The following fields can be edited: public body name, street address, city, county, zip code, website URL, start and end date (Dates that the Public Body is active), the ADA statement, Electronic Participation statement, other, newspaper subscriptions, contact name, phone number, and contact email.



## Pending Public Bodies

Once a public body has been requested to be added to the system by an owner, poster, or pending owner/poster, the request will show up in the “**Public Bodies, Pending**” section.

The screenshot shows the 'Public Notice Website' interface. The main content area is titled 'Public Bodies: Pending' and contains a table of pending records. The table has three columns: 'Public Body', 'City', and 'County'. Each row in the table includes 'Approve' and 'Decline' links. A red circle highlights the 'Approve' and 'Decline' links for the first row.

Public Body:	City:	County:	
Milford Elementary School Community Council	Milford	Beaver	<a href="#">Approve</a> <a href="#">Decline</a>
JAG Grant Public Hearing	Duchesne	Duchesne	<a href="#">Approve</a> <a href="#">Decline</a>
Bail Bond Recovery Licensure Board	Taylorville	Salt Lake	<a href="#">Approve</a> <a href="#">Decline</a>
Deputy Sheriff Merit Commission	Salt Lake City	Salt Lake	<a href="#">Approve</a> <a href="#">Decline</a>
Metro Fire	Sandy	Salt Lake	<a href="#">Approve</a> <a href="#">Decline</a>

1. An owner may either approve or decline pending public bodies. If declined, the public body will not be added to the system (though it can be added later if accidentally declined). If an owner approves the request, the public body will be added to the system. *Please be absolutely sure* that the public body does not already exist if you click “Approve,” as duplicates can only be deleted from the system by the Administrator.

## Adding an Additional Owner

There are times when an owner is unavailable, such as in cases of a prolonged absence, vacation, or illness. Therefore, owners have the ability to add an additional owner for the entity. Owners should be limited in number so the entity can maintain control over the entity's information.

### To Add an Owner

1. In the **Owner** section, click "Add."
2. Enter in the person's first and last name, email address, and select the entity information. Please note that the email address must correspond with the email address used to log in to the UPNW. After you have entered the information, click "Add."

The screenshot shows the 'Public Notice Website' interface. The main content area is titled 'Owners: Add' and contains a form for adding a new owner. The form includes fields for First Name, Last Name, Email Address, Government Type, and Entity. The 'Add' button is highlighted with a red circle. The left sidebar shows the 'Owner' section circled in red, indicating the current page.

**Public Notices**  
Notices  
Dashboard  
+ Add  
🔍 Search  
Drafts  
Published  
📌 Pending  
**Owner**  
+ Add  
🔍 Search  
📌 Pending  
**Public Bodies**  
+ Add  
🔍 Search  
📌 Pending  
**Poster**  
+ Add  
🔍 Search  
📌 Pending  
**Other**  
[Request Entity](#)  
[Request Public Body](#)  
[Request Owner Access](#)  
[Request Poster Access](#)

**Owners: Add**  
(Fields marked with \* are required for adding an owner)

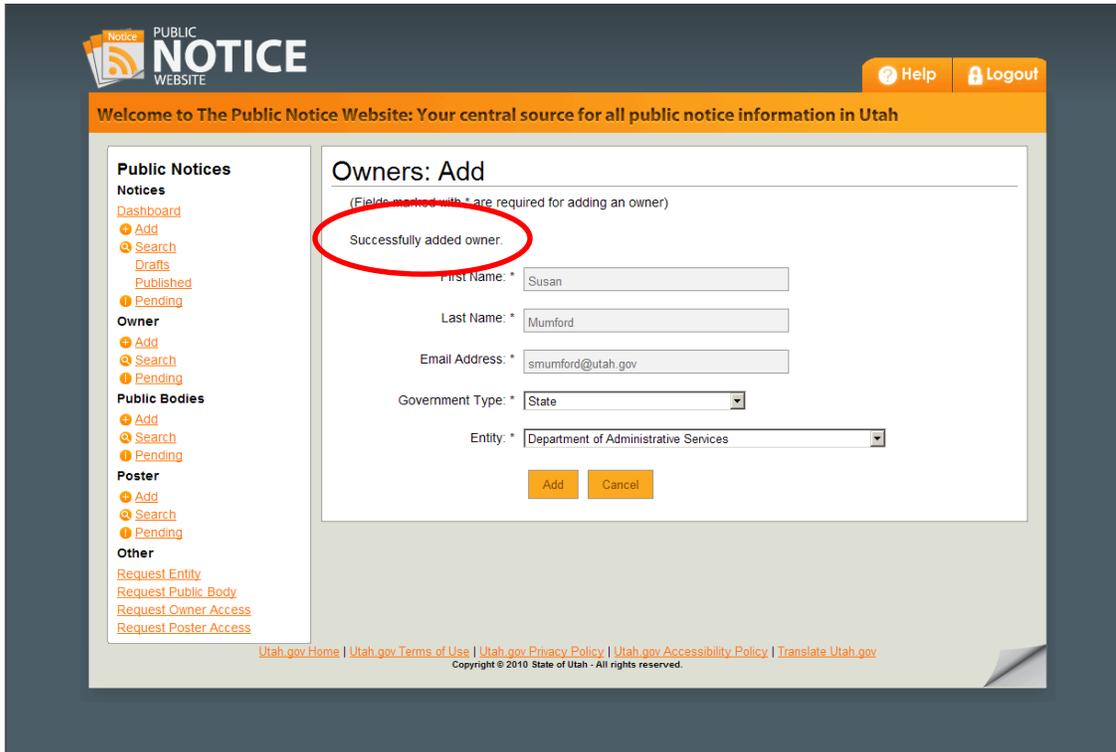
Successfully added owner.

First Name: \* Susan  
Last Name: \* Mumford  
Email Address: \* smumford@utah.gov  
Government Type: \* State  
Entity: \* Department of Administrative Services

**Add** **Cancel**

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- When an owner is added successfully, the confirmation "Successfully added owner" appears. If information is missing, a message states, for example, "Email address is required." If the person is already an owner for this entity, the message "User is already owner of this entity" appears.



## Searching for an Owner

To edit or delete an owner, first search for the owner.

1. In the **Owner** section, click "Search."
2. The system allows a search by first name, last name, and/or email address. Enter in the fields, and click "Show Results."
3. Results appear below the search fields.

The screenshot displays the Public Notice Website interface. The top navigation bar includes the logo, "PUBLIC NOTICE WEBSITE", and "Help" and "Logout" buttons. A welcome message reads: "Welcome to The Public Notice Website: Your central source for all public notice information in Utah".

The main content area is divided into a left sidebar and a main panel. The sidebar contains sections for "Public Notices", "Owner", "Public Bodies", "Poster", and "Other", each with "Add", "Search", and "Pending" options. The "Owner" section is circled in red.

The main panel shows the "Owners: Search" form with three input fields: "First Name:", "Last Name: Mumford", and "Email:". A "Show Results" button is below the fields. The search results are displayed in a table with columns: "Name:", "Email:", "Entity:", and "Options:". The results table is circled in red.

Name:	Email:	Entity:	Options:
Mumford, Susan	smumford@utah.gov	Department of Administrative Services	Edit

At the bottom of the page, there are links for "Utah.gov Home", "Utah.gov Terms of Use", "Utah.gov Privacy Policy", "Utah.gov Accessibility Policy", and "Translate Utah.gov". A copyright notice reads: "Copyright © 2010 State of Utah - All rights reserved."

## Editing/Deleting an Owner

It is possible to edit an owner's first or last name or assign them to an additional entity (if they own more than one entity). To change the owner's email address, delete it and then re-add the correct email address.

1. First, complete a search to find the owner. See previous section on how to search for an owner.

2. When the owner is located in the system, click on the "Edit" button to change the first or last name or to assign them to an additional entity.

The screenshot shows the Public Notice Website interface. At the top left is the logo for "PUBLIC NOTICE WEBSITE". To the right are "Help" and "Logout" buttons. Below the header is a welcome message: "Welcome to The Public Notice Website: Your central source for all public notice information in Utah".

On the left side, there is a navigation menu with sections: "Public Notices", "Owner", "Public Bodies", "Poster", and "Other". Each section has sub-links for "Add", "Search", and "Pending".

The main content area is titled "Owners: Search". It contains three input fields: "First Name" (Susan), "Last Name" (Mumford), and "Email" (smumford@utah.gov). Below these fields is a "Show Results" button.

Below the search form is a "Search Results" table with the following data:

Name:	Email:	Entity:	Options:
Mumford, Susan	smumford@utah.gov	Department of Administrative Services	<a href="#">Edit</a>

The "Edit" button in the "Options" column is circled in red. At the bottom of the page, there are links for "Utah.gov Home", "Utah.gov Terms of Use", "Utah.gov Privacy Policy", "Utah.gov Accessibility Policy", and "Translate Utah.gov". A copyright notice at the bottom reads "Copyright © 2010 State of Utah - All rights reserved."

3. Make the required name changes and click "Save;" click "Assign to Another Entity," make selection, and click "Save;" OR click "Delete." All changes are immediate. A person deleted by accident must be re-added into the system.

The screenshot shows the 'Owners: Edit' page in the Public Notice Website. The page has a dark blue header with the 'PUBLIC NOTICE WEBSITE' logo and 'Help' and 'Logout' buttons. Below the header is an orange banner with the text 'Welcome to The Public Notice Website: Your central source for all public notice information in Utah'. The main content area is white and contains a form for editing an owner's information. The form includes fields for 'First Name' (Susan), 'Last Name' (Mumford), and 'Email Address' (smumford@utah.gov). Below the form is a section titled 'Assigned Entities (Assign to another entity)' which contains a table with one row for 'Department of Administrative Services'. The 'Entity' column is circled in red, and the 'Delete' button in the 'Actions' column is also circled in red. At the bottom of the form are 'Save' and 'Cancel' buttons, both of which are circled in red. On the left side of the page is a sidebar with a 'Public Notices' menu and various links like 'Dashboard', 'Add', 'Search', 'Drafts', 'Published', 'Pending', 'Owner', 'Public Bodies', 'Poster', and 'Other'.

## Pending Owners

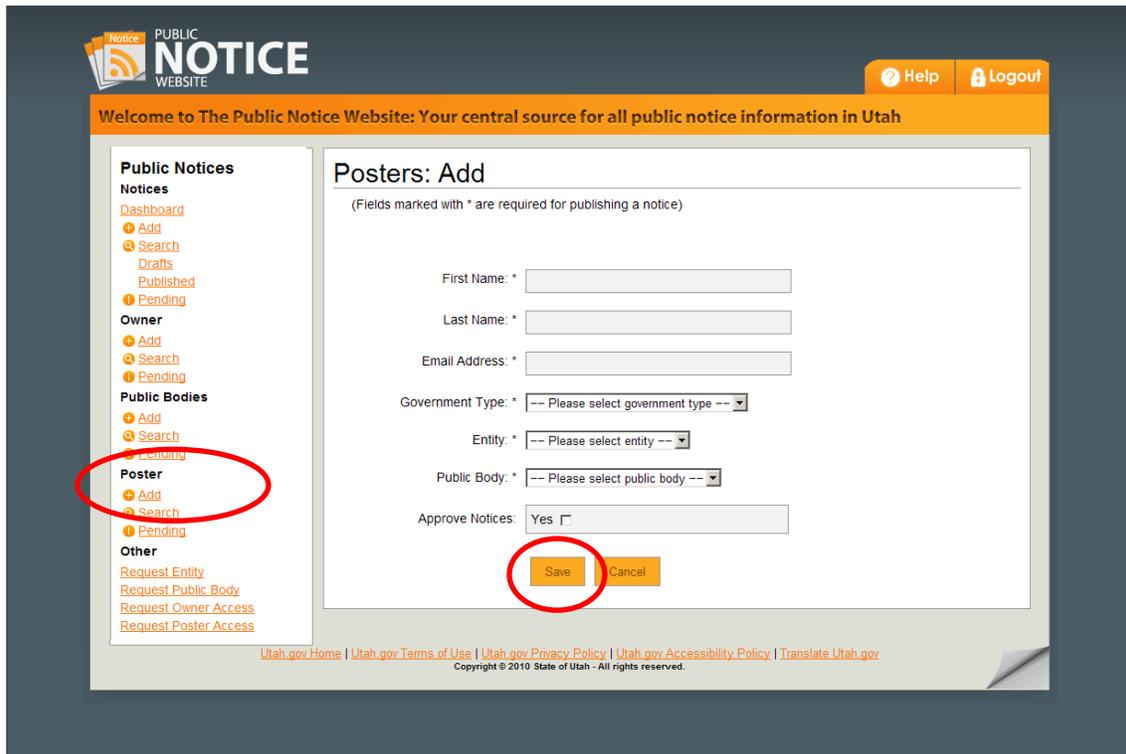
Requests for owner access show up in the **Owner** section under "Pending."

To approve an owner for the entity, click "Approve." If unsure who the person is or if the person should not be an owner for the entity, click "Decline." Care should be given in approving an owner, as they will have access to all of the entity's information on the UPNW. When in doubt, click "Decline." They can be added later if needed.

## Adding a Poster

To add a poster to the system, the public body that the poster will be associated with must be in the system.

1. In the **Poster** section, click "Add."



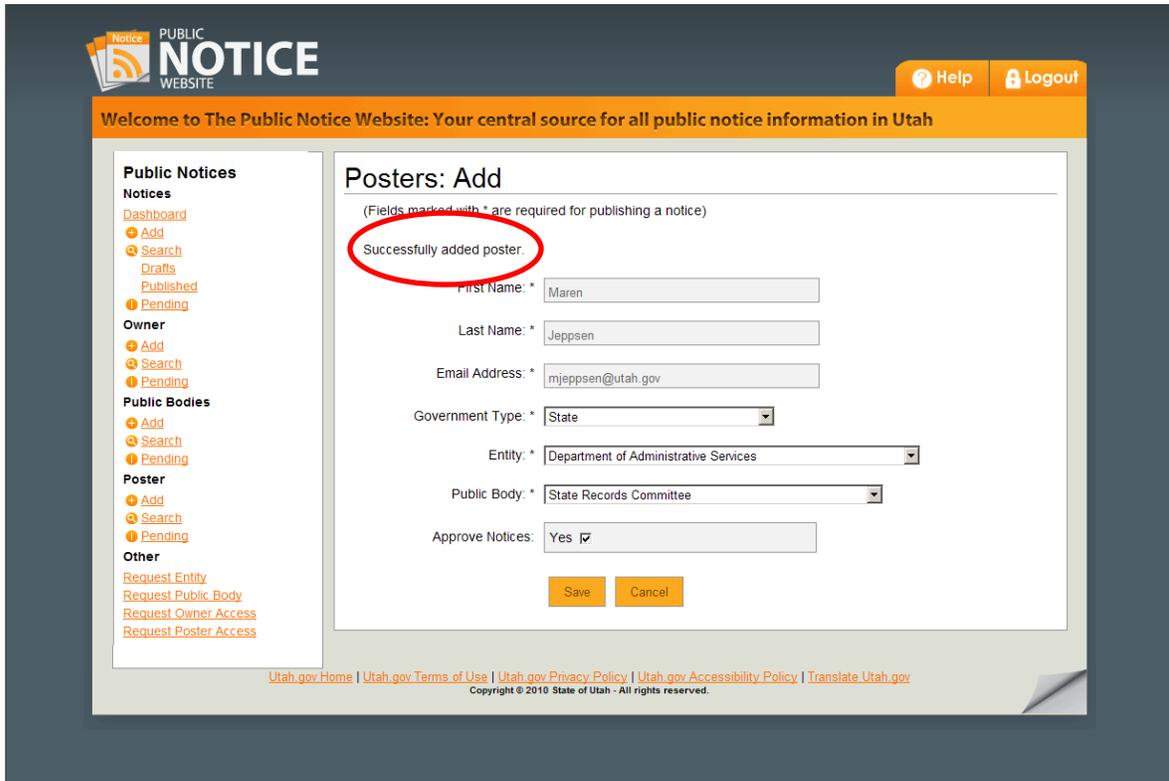
The screenshot displays the 'Public Notice Website' interface. The header includes the logo and navigation links for 'Help' and 'Logout'. A welcome message reads: 'Welcome to The Public Notice Website: Your central source for all public notice information in Utah'. The main content area is titled 'Posters: Add' and contains a form with the following fields:

- First Name: \*
- Last Name: \*
- Email Address: \*
- Government Type: \* (dropdown menu: -- Please select government type --)
- Entity: \* (dropdown menu: -- Please select entity --)
- Public Body: \* (dropdown menu: -- Please select public body --)
- Approve Notices: Yes

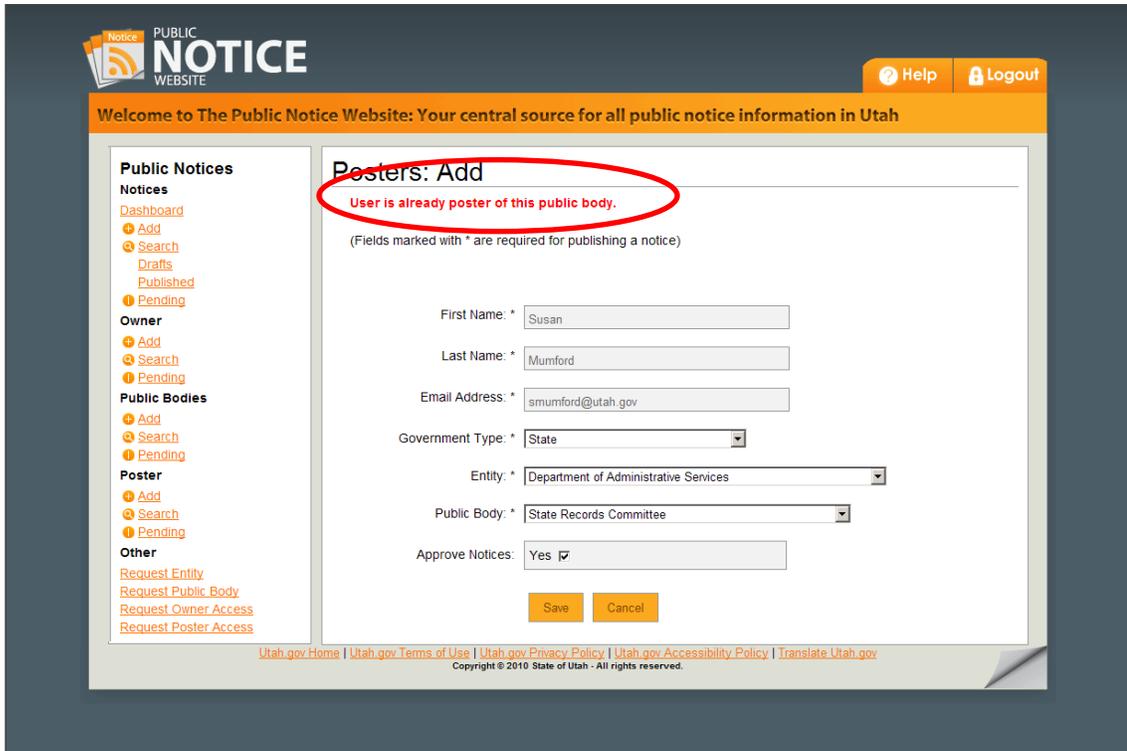
At the bottom of the form are 'Save' and 'Cancel' buttons. The 'Poster' section in the left-hand navigation menu is circled in red, and the 'Save' button is also circled in red.

2. Enter the poster's first and last name and email address. The email address must correspond to the email address that the poster will use to log in to UPNW. Select the government type, entity name, and public body the poster will be associated with from the drop-down selections.
3. Click the "Yes" box to give the poster the ability to approve their own notices if applicable (this provides access rights to be able to post notices without the owner's prior approval). After the required information is entered, click "Save."

4. Once the poster is added to the public body successfully, the confirmation message "Successfully added poster" appears.



5. If the individual is already registered as a poster for that public body, the message "User is already poster of this public body" appears.



## Searching for a Poster

To see a list of posters or change any poster information, first do a search.

1. In the **Poster** section, click "Search." The last poster added to the system will appear in the search results. To search for a different poster, select the government type, entity name, public body name, and first or last name. Click "Show Results."

The screenshot displays the 'Public Notice Website' interface. On the left is a navigation menu with sections for 'Public Notices', 'Owner', 'Public Bodies', and 'Poster'. The 'Poster' section has 'Add' and 'Search' links circled in red. The main content area is titled 'Posters: Search' and contains several dropdown menus: 'Government Type' (set to 'State'), 'Entity' (set to 'Department of Administrative Services'), and 'Public Body' (set to 'State Records Committee'). Below these are input fields for 'First Name' and 'Last Name'. A 'Show Results' button is circled in red. Below the search form is a 'Search Results' table with two rows of data.

Name:	Email:	Public Body:	Options:
Maren Jeppsen	mjeppsen@utah.gov	State Records Committee	<a href="#">Edit</a>
Susan Mumford	smumford@utah.gov	State Records Committee	<a href="#">Edit</a>

At the bottom of the page, there are links for 'Utah.gov Home', 'Utah.gov Terms of Use', 'Utah.gov Privacy Policy', 'Utah.gov Accessibility Policy', and 'Translate Utah.gov', along with a copyright notice: 'Copyright © 2010 State of Utah - All rights reserved.'

## Editing Poster Information & Deleting Poster

To edit poster information, first search for the poster (see previous section).

1. After locating the poster in the system, click on the "Edit" button.

The screenshot shows the 'Public Notice Website' interface. The main content area is titled 'Posters: Search' and contains a search form with the following fields:

- Government Type: [State]
- Entity: [Department of Administrative Services]
- Public Body: [State Records Committee]
- First Name: [ ]
- Last Name: [ ]

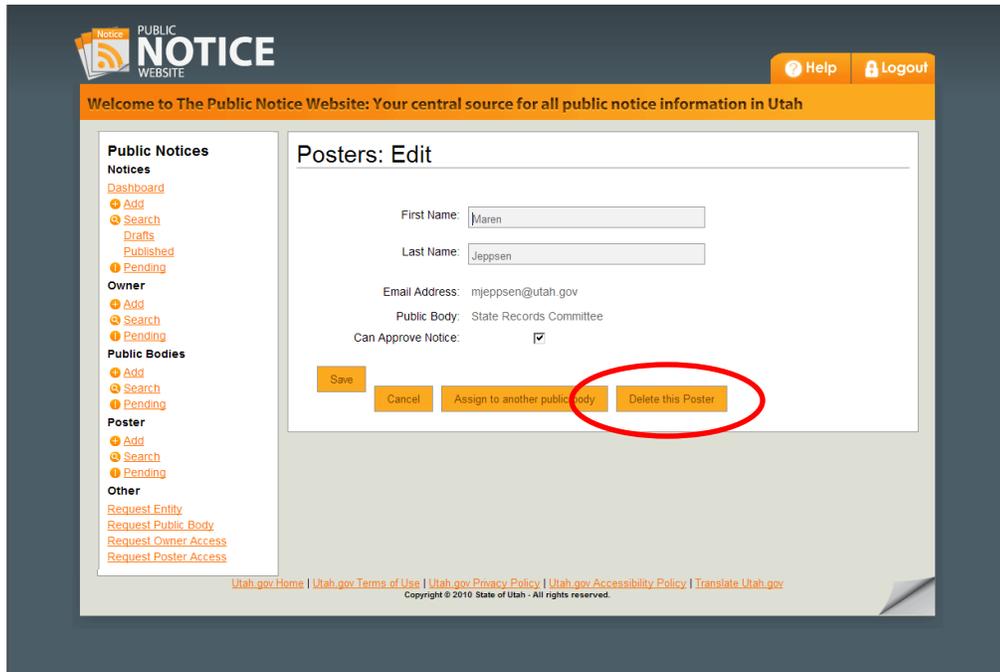
Below the search form is a 'Show Results' button. The search results are displayed in a table:

Name:	Email:	Public Body:	Options:
Maren Jeppsen	mjeppsen@utah.gov	State Records Committee	<a href="#">Edit</a>
Susan Mumford	smumford@utah.gov	State Records Committee	<a href="#">Edit</a>

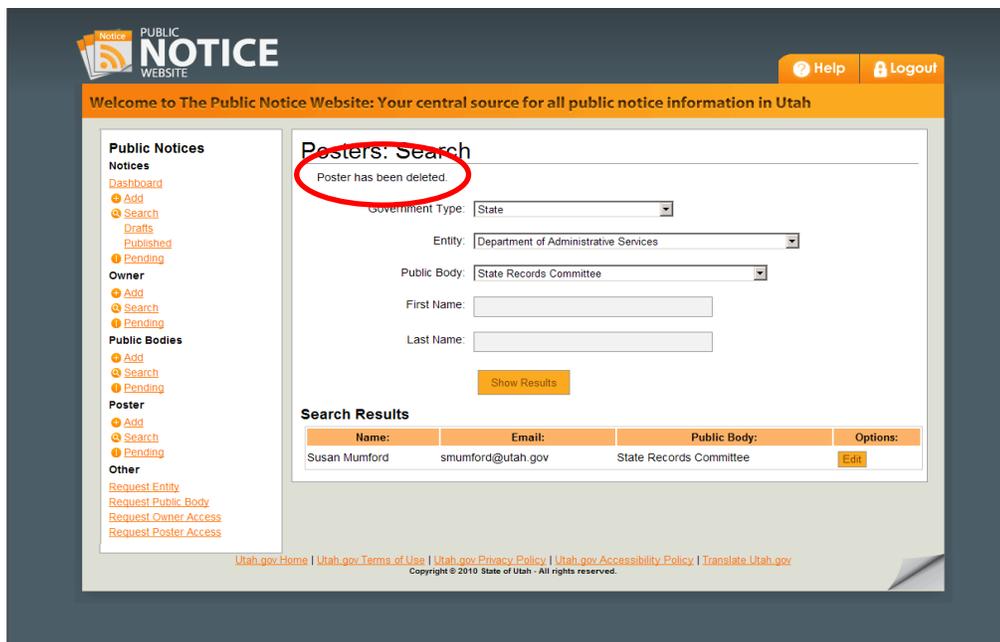
The 'Edit' button for the first row is circled in red. The left sidebar contains navigation links for 'Public Notices', 'Owner', 'Public Bodies', and 'Poster'. The footer includes links to 'Utah.gov Home', 'Utah.gov Terms of Use', 'Utah.gov Privacy Policy', 'Utah.gov Accessibility Policy', and 'Translate Utah.gov', along with a copyright notice for 2010 State of Utah.

2. The poster's first name, last name, and approval rights can be edited. Click "Save" to update the system.
3. To assign the poster to an additional public body, click "Assign to another public body." To change the email address for a poster, first delete the name and then re-add.

- To delete the poster from a public body, click "Delete this Poster" on the screen. The poster will be removed from that specific public body only. If the poster is associated with multiple public bodies, click the "Delete this Poster" option next to the name for each public body.



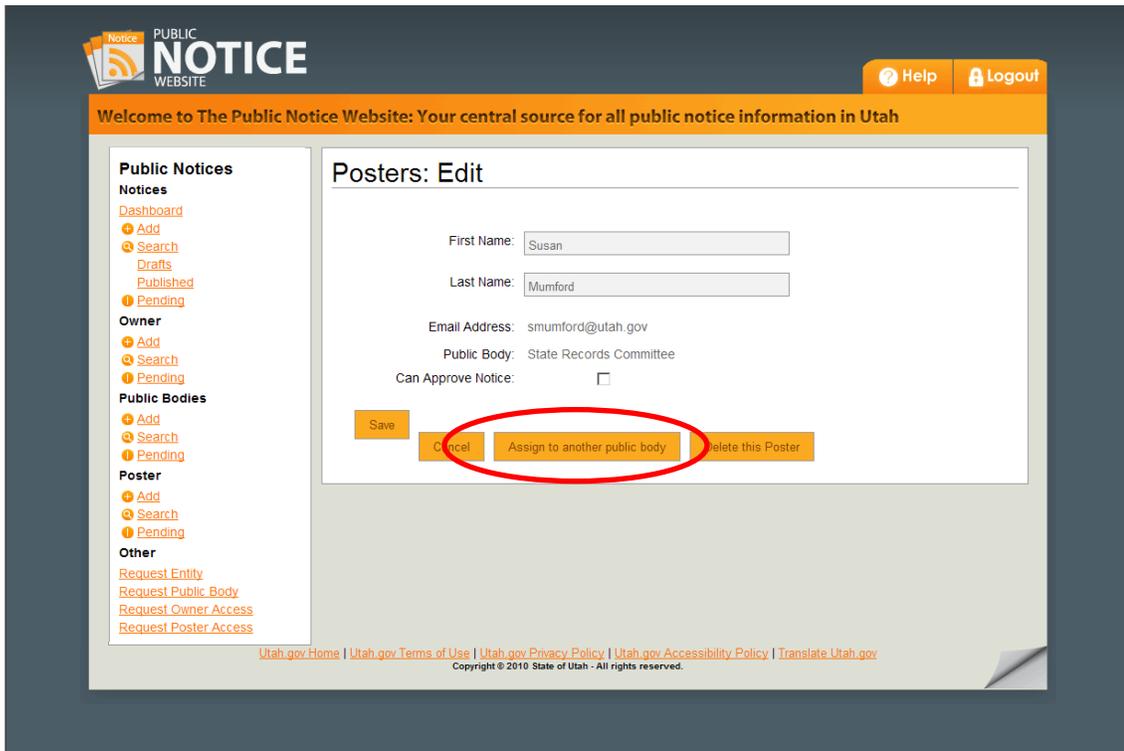
- After deleting the poster, the message "Poster has been deleted" appears.



## Adding a Poster to Multiple Public Bodies

There are a few ways to add a poster to multiple public bodies.

1. If entering the poster for the first time, follow the directions for adding a poster to a public body (see section on "Adding a Poster").
2. If you have already entered the poster in the system, you must first search for the poster (see section on "Searching for a Poster").
3. After locating the poster in the system, click "Edit."
4. Click "Assign to another public body." This action will assign the poster to an additional public body.



The screenshot displays the 'Public Notice Website' interface. The top navigation bar includes the 'Notice PUBLIC WEBSITE' logo, a 'Help' button, and a 'Logout' button. Below the navigation bar is a welcome message: 'Welcome to The Public Notice Website: Your central source for all public notice information in Utah'.

The main content area is titled 'Posters: Edit' and contains a form with the following fields:

- First Name: Susan
- Last Name: Mumford
- Email Address: smumford@utah.gov
- Public Body: State Records Committee
- Can Approve Notice:

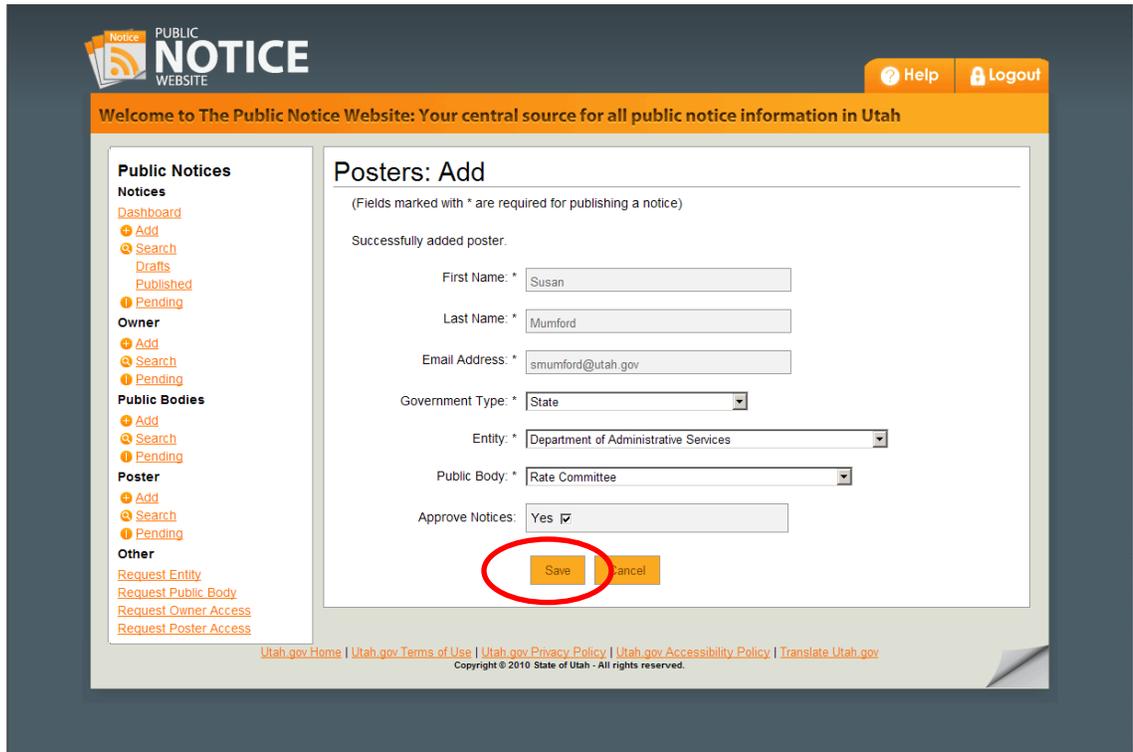
At the bottom of the form, there are four buttons: 'Save', 'Cancel', 'Assign to another public body', and 'Delete this Poster'. The 'Assign to another public body' button is highlighted with a red circle.

The left sidebar contains a navigation menu with the following sections:

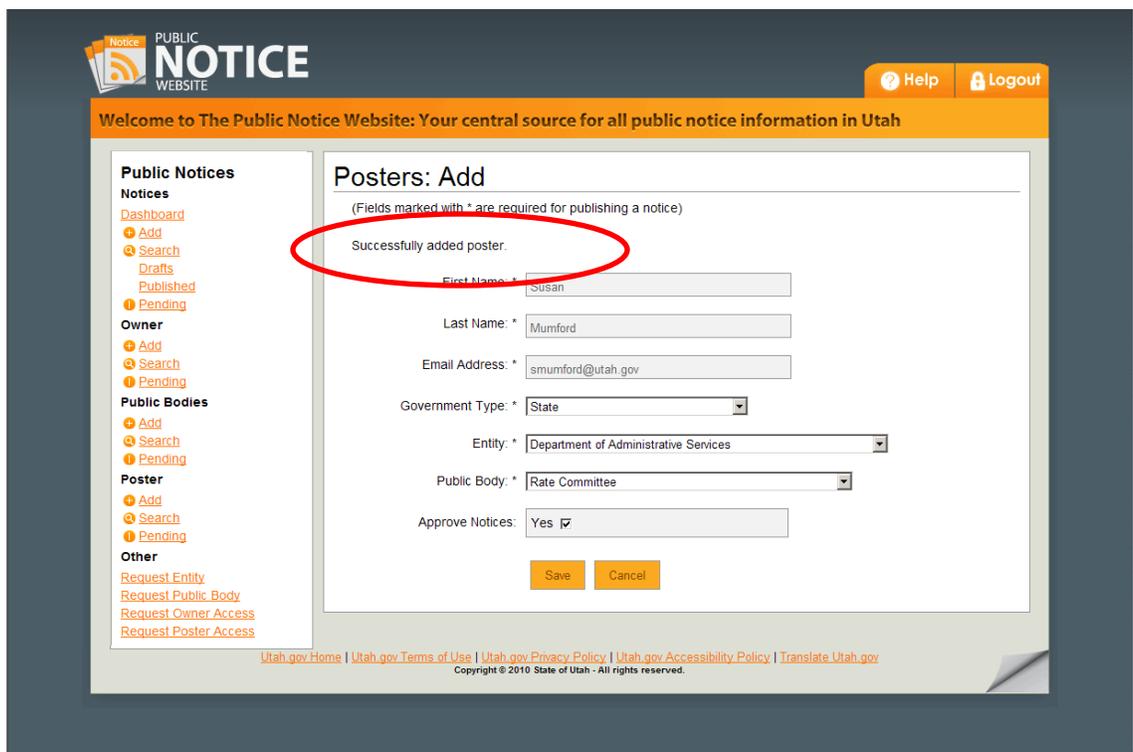
- Public Notices**
  - Notices
    - Dashboard
    - + Add
    - 🔍 Search
    - Drafts
    - Published
    - 🚫 Pending
  - Owner
    - + Add
    - 🔍 Search
    - 🚫 Pending
  - Public Bodies
    - + Add
    - 🔍 Search
    - 🚫 Pending
  - Poster
    - + Add
    - 🔍 Search
    - 🚫 Pending
  - Other
    - [Request Entity](#)
    - [Request Public Body](#)
    - [Request Owner Access](#)
    - [Request Poster Access](#)

At the bottom of the page, there is a footer with the following text: 'Utah.gov Home | Utah.gov Terms of Use | Utah.gov Privacy Policy | Utah.gov Accessibility Policy | Translate Utah.gov Copyright © 2010 State of Utah - All rights reserved.'

5. Select the additional public body you want to assign the poster to, and click "Save."



6. Once successfully added, a confirmation message will appear: "Successfully added poster."



7. If the poster is already registered as a poster for the public body, the confirmation message "User is already poster of this public body" appears.

**Public Notices**  
Notices  
Dashboard  
Add  
Search  
Drafts  
Published  
Pending  
Owner  
Add  
Search  
Pending  
Public Bodies  
Add  
Search  
Pending  
Poster  
Add  
Search  
Pending  
Other  
[Request Entity](#)  
[Request Public Body](#)  
[Request Owner Access](#)  
[Request Poster Access](#)

**Posters: Add**  
User is already poster of this public body.  
(Fields marked with \* are required for publishing a notice)

First Name: \* Susan  
Last Name: \* Mumford  
Email Address: \* smumford@utah.gov  
Government Type: \* State  
Entity: \* Department of Administrative Services  
Public Body: \* State Records Committee  
Approve Notices: Yes

Save Cancel

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## Poster Administrative Interface

Posters will have fewer available options in their navigation bar than an owner. This is due to the different levels of access that a poster has versus an owner. The poster is granted access by the owner of the public body, and the poster's screen looks like the screen below.

The screenshot displays the 'Public Notice Website' Admin Module interface. At the top left is the logo 'Notice PUBLIC NOTICE WEBSITE'. To the right are 'Help' and 'Logout' buttons. A yellow banner reads 'Welcome to The Public Notice Website: Your central source for all public notice information in Utah'. The main content area is divided into two columns. The left column, titled 'Public Notices', contains a list of links: 'Notices', 'Dashboard', 'Add', 'Search', 'Drafts', 'Published', 'Pending', and 'Other'. Under 'Other', there are links for 'Request Entity', 'Request Public Body', 'Request Owner Access', and 'Request Poster Access'. The right column, titled 'Main Menu', contains the text: 'Welcome to the Public Notice Website: Admin Module. Please pick desired option from the menu on the left.' At the bottom, there are links for 'Utah.gov Home', 'Utah.gov Terms of Use', 'Utah.gov Privacy Policy', 'Utah.gov Accessibility Policy', and 'Translate Utah.gov', along with a copyright notice: 'Copyright © 2010 State of Utah - All rights reserved.' A red circle highlights the 'Public Notices' menu on the left.

## Notices

The **Notices** section has all of the links for adding, editing, searching, cancelling, and accessing drafts for public notices. Please post notices 48 hours before the required time frame for the particular notice to allow for instances of system difficulties.

### Adding a New Public Notice

1. To add a new public notice to the website, click "Add" in the **Notices** section.

The screenshot shows the 'Public Notice Website' interface. The sidebar on the left contains a menu with categories: Public Notices, Entities, Owner, Public Bodies, and Poster. Under 'Public Notices', the 'Add' link is circled in red. The main content area is titled 'Notices: Add' and contains a form with the following fields:

- Notice Title:
- Government Type: \*
- Entity: \*
- Public Body: \*
- Notice Subject: \*
- Notice Subject 2:
- Notice Type: \*  Notice  Meeting  Hearing  Bond
- Street Address: \*
- Street Address continued:
- City: \*
- Zip:
- Start Date: \*

A note at the top of the form states: "Note: Items marked with an \* are required".

2. On this screen, fill in all of the information for the notice. Required fields are marked with an asterisk \*. All fields have unlimited character length. It is recommended to type the notice into a word processing program, spell check, and copy and paste the corresponding portion into the correct field. However, symbols, such as bullets, are not accepted by the UPNW, so do not use them.
  - a. *Meeting title:* This is the title of the notice and can be descriptive. The notice title is one of the two fields (description/agenda is the other) that is searched by the keyword search, so it is recommended to be descriptive. For example, if someone searches using the keyword

“water” and you have “Water Board” in the meeting title, the chances of finding the meeting are greatly increased. Meeting titles could be “State Records Committee Monthly Meeting” or “Salt Lake City Council Meeting,” etc.

- b. *Government type\**: Select the government type of the meeting (state, county, cities, schools, or special districts). After selecting a government type, a list will be generated of entities that you have permission to post for in the entity field.
- c. *Entity\**: Select the name of the entity for which you are posting; e.g., Department of Administrative Services, Salt Lake City, or South Davis Sewer District. After selecting an entity name, a list of public bodies for that entity will be generated for which you have permission to post.
- d. *Public body name\**: Select the name of the public body for which you are posting.
- e. *Subject (two fields) \**: Topic or subject of the notice, such as “budget,” “water and irrigation,” or “zoning.”
- f. *Type\**: The type of notice.
- g. *Street address\**: Location of the meeting. In order to obtain a map result when the public uses the mapping function, enter the street address of the meeting location in this field.
- h. *Street address 2*: Specific attributes associated with the notices, such as the room number, building name, etc.
- i. *City\**: City where the meeting or hearing is being held.
- j. *Zip*: Zip code of the location of the meeting or hearing (if known).
- k. *Start date\**: This is the start date of the notice. A start date cannot be posted for an event that has already occurred (you cannot backdate a notice). To select the start date, click on the field and a calendar will appear. Today’s date will appear as the default. Click on the appropriate date. Use the slide bar to select the time. Click “Done.”
- l. *End date*: This is the end date and time of the notice (if known). The default is the current date and time.
- m. *Deadline date*: This is a deadline date that may be associated with the notice.
- n. *Description/Agenda\**: This field is for the description of the notice or agenda for the meeting or hearing. Information from a word processing document can be copied and posted into the form (without the use of symbols). Do not just use “See attached agenda” in this field because it will

- not be searchable for the public, and subscribers will not be able to receive attachments.
- o. *ADA (Americans with Disabilities Act)\**: This is a statement of special accommodation to those who need accommodation at the meeting or hearing, such as auxiliary hearing devices or translators. If the owner has created default information for this public body, the default statement will appear here. The ADA statement should include the name of the individual the public should contact if they need assistance as well as how and when.
  - p. *Electronic Participation\**: If the public body has a policy regarding electronic participation at a public meeting by its members, this statement should appear here. This includes teleconferences or other electronic means of participation. If the owner has created default information for this public body, the default statement will appear here.
  - q. *Other*: This is a field where other pertinent information can be entered that does not have a field elsewhere. Examples of "Other" include directions to a meeting location that is not well-known, contact information for this specific meeting if it is different from the normal public body contact, list of upcoming meeting dates, etc.
  - r. *Emergency Meeting Notice*: Click the box if this is an emergency meeting. The Open and Public Meetings Act has very specific rules for what constitutes an emergency meeting. See Utah Code 52-4-202(5) for the rules on emergency meetings. Posting a notice late does not constitute an emergency meeting.
  - s. *Email copy of notice to*: To email a copy of this notice to a specific person, enter the email address here. Separate multiple email addresses with a comma.
  - t. *Attachments*: To attach files to a notice, click browse, find a file, click open, and click the "Attach" button. The file will appear with the notice. There is currently no limit to the number of files or the file size or format. Use accessible formats, such as PDF, so that the public may view the documents.
3. After filling in the notice form, there are other actions that follow.
- a. *Publish*: This function will immediately publish the notice to the website.
  - b. *Publish and Create New*: This function will publish the notice and bring in a new form with the current

- information to publish a new notice. This is a helpful function to publish several notices at one time.
- c. *Preview Notice*: This function allows viewing the notice in the website prior to publishing.
  - d. *Save*: This function will save the notice as a draft. This draft is a working document and will not be published to the website.
  - e. *Cancel*: Cancels the work and exits out of the "**Notice, Add**" screen.
  - f. *Clear Fields*: This function will clear the entire form. Do not click it unless intended!
4. Clicking "Publish" or "Publish and Create New" will provide a notification that the notice either 1) was successfully created or 2) has errors because you are missing required information.

Please note that once a notice has been published, it cannot be removed from the system. It can only be edited or cancelled. Drafts can be deleted from the system. When in doubt about a notice, create a draft.

## Searching for Notices

1. In the **Notices** section, click "Search."

Public Notices

Notices

+ Add

Search

Entities

+ Add

Search

Owner

+ Add

Search

Pending

Public Bodies

+ Add

Search

Pending

Poster

+ Add

Search

Pending

Notices: Search

Government Type: -- Please select government type --

Entity: -- Please select entity --

Public Body: -- Please select public body --

Status: -- Please select status --

Keyword:

Notice Start Date:

Notice End Date:

Show Results

Search Results

Notice	Location	Date	Status	Options
--------	----------	------	--------	---------

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2. All of the notices created will appear in the search results. To narrow the search, select the government type, entity name, public body name, and/or status of the meeting in the search fields. The status of the notice will be active (currently published on the website and not cancelled), cancelled, a draft (draft form and not published on the website), or pending (awaiting approval by the owner if poster does not have access rights). A keyword will further narrow the results. After entering the desired search parameters, click "Show Results."

View the notice information or edit the information by clicking on the "Edit" button.

## Draft Notices

Draft notices allow viewing notices that have been created and saved.

1. In the **Notices** section, click "Drafts."
2. To view or edit a draft, click on "Edit."
3. Make changes to the draft. After a change is made, the notice can either be published, saved again as a draft, or deleted.

## Published Notices

1. To view or make changes to a published notice, click on the notice in the **Notices** section.
2. Click on "Edit."
3. Make changes to the active notice. To add attachments to a notice, either add an attachment or indicate where attachments might be found in the "Other" field. After completing the changes to a notice, click "Publish" to update the active notice. These changes will occur immediately. If the changes were successfully made, there will appear the notification "Your notice was created successfully." If you wish to cancel the notice, click on "Cancel" at the bottom of the page. The notice will be cancelled immediately.

Archives 346 S. Rio Grande Salt Lake City,  
Utah 84101 (801) 531-3861.

Other:

Emergency Notice: Yes

Email copy of notice to:

Status: ACTIVE

Attachments: October 2010 records series submission.pdf [Delete](#)

[Attach](#)

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## Other

### Request Entity

If an entity is not listed on the UPNW, submit a request to add it to the system. Please search the public side of the website first to ensure that it does not already exist.

1. If the entity does not already exist, click "**Entities, Add**" and fill in the required information. Click "Save."
2. The **Entities** request will be sent to the Administrator for approval. Please allow 48 hours for processing the request.

The screenshot shows the 'Entity: Add' form on the Public Notice Website. The form is titled 'Entity: Add' and includes a note: '(Fields marked with \* are required for publishing a notice)'. The form contains the following fields:

- Government Type: A dropdown menu with the text '-- Please select government type --'.
- Government Entity Name: A text input field with an asterisk (\*) indicating it is required.
- Agency Key: A text input field with an asterisk (\*) indicating it is required.
- Entity Creation Date: A date input field with the value '10/26/2010 02:28 PM'.

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. These buttons are circled in red in the image. The 'Save' button is highlighted in orange.

The website header includes the 'PUBLIC NOTICE WEBSITE' logo and navigation links for 'Help' and 'Logout'. The footer contains links to 'Utah.gov Home', 'Utah.gov Terms of Use', 'Utah.gov Privacy Policy', 'Utah.gov Accessibility Policy', and 'Translate Utah.gov', along with the copyright notice 'Copyright © 2010 State of Utah - All rights reserved.'

## Request Public Body

If a public body for the entity does not already exist, submit a request to the owner of the public body for approval. Please be sure that the public body does not already exist in the UPNW. Search for public bodies in the system using the search functions on the public side.

1. Click "**Public Bodies, Search.**"

**Public Bodies: Search**

Government Type:

Entity:

Public Body:

**Search Results**

Name:	Options:
Indigent Defense Fund Board Meeting	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Judicial Conduct Commission	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Motor Vehicle Review Committee	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Purchasing and General Services	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Purchasing From People With Disabilities Advisory Board	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Rate Committee	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
State Records Committee	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
THIS IS A TEST PUBLIC BODY	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Transparency Board	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Utah Procurement Policy Board	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Utah State Building Board	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Utah State Historical Records Advisory Board	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Utah State Privatization Policy Board	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

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2. If the public body is not listed, click "Add" under **Public Bodies**.

The screenshot displays the 'Public Notice Website' interface. The header includes the logo and navigation links for 'Help' and 'Logout'. A welcome message reads: 'Welcome to The Public Notice Website: Your central source for all public notice information in Utah'. The main content area is divided into two sections. On the left is a sidebar with navigation links for 'Public Notices', 'Entities', 'Owner', 'Public Bodies', and 'Poster'. Each link has sub-links for 'Add', 'Search', and 'Pending'. The 'Add' link under 'Public Bodies' is circled in red. On the right is the 'Public Bodies: Add' form, which includes a note: 'Note: Items marked with an \* are required'. The form fields are: 'Public Body Name: \*' (text input), 'Type: \*' (dropdown menu), 'Governing Entity: \*' (dropdown menu), 'Street Address: \*' (text input), 'Street Address 2:' (text input), 'City: \*' (text input), 'County: \*' (text input), 'Zip Code: \*' (text input), 'Website:' (text input), 'Start Date:' (text input), 'End Date:' (text input), and 'ADA: \*' (text input).

3. Enter the requested information, then click "Save." The request will be sent to the owner's pending area for **Public Bodies**.

## Request Owner Access

Owner access must be requested.

1. Click "**Owner**, Search" to see if the name is already listed as an owner.
2. If not, click "**Owner**, Add."

The screenshot shows the 'Public Notice Website' interface. The main content area is titled 'Owners: Add' and contains a form for adding a new owner. The form includes fields for 'First Name', 'Last Name', 'Email Address', 'Government Type', and 'Entity'. The 'Add' button is highlighted with a red circle. The left sidebar contains a navigation menu with links for 'Public Notices', 'Entities', 'Owner', 'Public Bodies', and 'Poster'. The 'Owner' link is also highlighted with a red circle. The footer contains links to 'Utah.gov Home', 'Utah.gov Terms of Use', 'Utah.gov Privacy Policy', 'Utah.gov Accessibility Policy', and 'Translate Utah.gov', along with a copyright notice for 2010 State of Utah.

3. Supply the requested information; click "Add."
4. The request will be sent to the owner of the entity for approval.

## Request Poster Access

1. If you are a poster but need to request access for additional public bodies, click "**Poster**, Add" (or the owner can add you as well).
2. Fill in the contact information. Select the government type, entity, and public body from the drop-down list. Click "Save." The request will be sent to the owner of the entity for approval.

## Statutory References

### Utah Code 52-4-202 Open & Public Meetings Act

Utah's public bodies are required to post notices of open meetings and other public notices on the Utah Public Notice Website (UPNW). The statutes establishing this website are in [Utah Code 63F-1-701](#), but there are many mandates dictating the information and timing of public notices.

- Exceptions are municipalities and special districts with an operating budget of under \$1 million annually. This exception expires on December 31, 2012 (Utah Code 52-4-202(3)(b)).
- Notice must be given no less than 24 hours in advance (Utah Code 52-4-202(1)).
- Notice must include: agenda, date, time, and location of meeting.
- Notice must still be posted at the principal office of the public body or the meeting location.
- Notice must be sent to at least one generally circulated newspaper within the geographic jurisdiction or to a local media correspondent. This requirement can be satisfied automatically on the website through the newspaper subscription; there is no charge for this (Utah Code 52-4-202(3)(a)(ii)).

### Public Notices

In addition to the Open and Public Meetings Act, all public notices must be posted on the UPNW. Public notice informs the general public of government or government-related activities which may concern their local area, municipality, county, or state. There are many mandates dictating the information and timing of public notices as well as which public bodies are required to post public notices on the Public Notice Website.

Additional statutes regarding public notice are as follows:

Public notice of meetings – Emergency meetings, Utah Code 52-4-202. Notice shall be given not less than 24 hours prior to meeting.

Notice of intent of local bonding area to issue a bond, Utah Code 11-14-318. Notice must be given 14 days prior to public hearing.

Notice before preparing or amending a long range plan, Utah Code 17B-1-106. Notice must be given 24 hours prior to public hearing.

Notice of assessment area designation, Utah Code 11-42-202. Published 4 weeks prior to deadline for public comment.

Notice of assessment and board equalization hearing, Utah Code 11-42-402. Published 35 days immediately before the day the first hearing is held.

Notice of budget hearing, Utah Code 10-5-108. Published 7 days prior to hearing.

Notice of hearing to consider adoption of Budget, Utah Code 10-6-113. Published 7 days prior to hearing.

Notice of operating and capital budgets, Utah Code 10-6-135. Published 7 days prior to hearing.

Notice of increase of budgetary fund or general fund, Utah Code 17-36-26. Published 5 days prior to hearing.

Notice of operating and capital budget and expenditures, Utah Code 17-36-32. Published 7 days prior to hearing.

Notice of impact fees – Analysis – Capital facilities plan, Utah Code 11-36-201. Published 10 days prior to hearing. Also, requires a private entity to give notice to the general purpose local government, so that they may post to the UPNW.

Notice of hearing on license application, Utah Code 4-30-5. Notice must be given 14 days before the scheduled hearing date.

Notice of application to commissioner to exercise power, Utah Code 7-1-706. Notice must be given 3 weeks before the hearing.

Notice of public hearings on feasibility study results, Utah Code 10-2-108. Notice must be given for 3 weeks before hearing.

Notice of determination of number of council members - Determination of election districts hearings and notice, Utah Code 10-2-114. Notice must be given 2 weeks prior to the hearing.

Notice of incorporation of a town, Utah Code 10-2-125. Notice must be given 2 weeks prior to the hearing.

Notice of protest to annexation petition – Township Planning Commission Recommendation – Petition Requirements – Disposition Of Petition If No Protest Filed, Utah Code 10-2-407. Notice must be given within 10 days of approving an annexation of an area.

Notice of public hearing – Notice, Utah Code 10-2-415. Notice must be given 2 weeks prior to the hearing.

Notice of annexation of an island or peninsula without a petition – Notice – Hearing, Utah Code 10-2-418. Notice must be given 3 weeks prior to the hearing.

Notice of boundary adjustment – Notice and hearing – Protest, Utah Code 10-2-419. Notice must be given 3 weeks prior to the hearing.

Notice of hearing on request for disconnection – Determination by municipal legislative body – Petition in District Court, Utah Code 10-2-502.5. Notice must be given at least 7 days prior to the hearing.

Notice of salaries in municipalities, Utah Code 10-3-818. Notice must be given at least 7 days prior to the hearing.

Notice of appropriations – Acquisition and disposal of property – Municipal authority – Corporate purpose – Procedure – Notice of intent to acquire real property, Utah Code 10-8-2. Notice must be given at least 14 days prior to the hearing.

Notice of public hearings and public meetings to consider general plan or modifications, Utah Code 10-9a-204. Notice for public hearing must be given at least 10 days prior to the hearing. Notice for public meeting must be given at least 24 hours prior to the meeting.

Notice of public hearings and public meetings on adoption or modification of land use ordinance, Utah Code 10-9a-205. Notice for a public hearing must be given at least 10 days before the public hearing. Notice for a public meeting must be given at least 24 hours before the public meeting.

Notice of hearing and notice for proposal to vacate a public street, right-of-way, or easement, Utah Code 10-9a-208. Notice must be given at least 10 days before the public hearing.

Notice of feasibility study on providing cable television or public telecommunications services – Public hearings, Utah Code 10-18-203. Notice must be given at least 3 days before the first public hearing.

Notice of bonding authority, Utah Code 10-18-302. Notice must be given at least 14 days before the first public hearing. Notice is given pursuant to Title 11, Chapter 14, Local Government Bonding Act.

Notice of public hearings and public meetings to consider general plan or modifications, Utah Code 17-27a-204. Notice must be given at least 10 days prior to public hearing. Notice must be given at least 24 hours in advance of a public meeting.

Notice of hearing and notice for proposal to vacate a public street, right-of-way, or Easement, Utah Code 17-27a-208. Notice must be given at least 10 days prior to public hearing.

Notice of townships, Utah Code 17-27a-306. Notice must be given at least 1 week prior of public hearing to propose a township. Notice must be given at least 3 weeks before a public hearing to withdraw from a township. Notice must be given at least 3 weeks before a public hearing to dissolve a township.

Notice of public hearing by planning commission on proposed general plan or amendment – Notice – revisions to general plan or amendment – Adoption or rejection by legislative body, Utah Code 17-27a-404. Notice must be given no less than 180 days before the date of the public hearing on class C radioactive waste.

Notice of budget hearing, Utah Code 17-36-12. Notice must be given at least 7 days prior to the public hearing.

Notice of public hearing – Review and action on proposal, Utah Code 17-41-304. Notice must be given after the 45 days have expired to receive written reports.

Notice of eminent domain restrictions, Utah Code 17-41-405. Notice must be given at least 30 days prior to filing an eminent domain complaint.

Notice of public hearings – Publication of resolution, Utah Code 17B-1-211. Notice must be given at least 2 weeks before the public hearing.

Notice of hearing, notice, and protest provisions do not apply for certain petitions, Utah Code 17B-1-413. Notice must be given within 30 days after petition certification or at least 10 days but not more than 30 days before the public hearing.

Notice of boundary adjustment – Notice and hearing – Protest – Resolution adjusting boundaries – Filing of notice and plat with the lieutenant governor – Recording requirements – Effective date, Utah Code 17B-1-417. A public hearing must be held no less than 60 days after the adoption of the resolution, notice must be given at for 2 consecutive weeks prior to the hearing.

Notice of hearing to consider adoption, Utah Code 17B-1-609. Notice of the hearing must be given at least 7 days prior to the hearing.

Notice of the hearing on a validation petition – Amended or supplemented validation petition, Utah Code 17B-1-1204. Notice must be given 3 weeks immediately before the hearing.

Notice of public hearing and of dissolution, Utah Code 17B-1-1307. Notice must be given 30 days prior to the public hearing.

Notice of annual agency budget – Fiscal year – Public hearing required – Auditor forms – Requirement to file form, Utah Code 17C-1-601. Notice must be given at least 1 week prior to the public hearing.

Notice required for continued hearing, Utah Code 17C-2-403. Notice must be given at least 7 days prior to the public hearing.

Notice of resolution or interlocal agreement to provide funds for the community development project area plan – Notice – Effective date of resolution or interlocal agreement – Time to contest resolution or interlocal agreement – Availability of resolution or interlocal agreement, Utah Code 17C-4-202. Notice of resolution or interlocal agreement must be given.

Notice required for continued hearing, Utah Code 17C-4-302. Notice must be given at least 7 days before the hearing is scheduled to resume.

Notice of air quality standards – Hearings on adoption – Orders of executive secretary – Adoption of emission control requirements, Utah Code 19-2-109. Notice must be given at least 20 days before the public hearing.

Notice of public hearings to be held before initiative petitions are circulated, Utah Code 20A-7-204.1. Notice must be given at least 3 calendar days before the date of the public hearing.

Notice of compensation for services – Additional per diem – Approval of expenses, Utah Code 53A-3-202. Notice shall be provided at least 7 days prior to the meeting

Notice of powers and duties generally, Utah Code 53A-3-402. Notice must be given at least 10 days prior to the public hearing.

Notice of proposed tuition increases – Notice – Hearings, Utah Code 53B-7-101.5. Notice must be given 10 days immediately before the meeting.

Notice of approval of utilities' report by governing body – Passage of resolutions – Contents, Utah Code 54-8-8.

Notice of public hearing – Notice – Publications, Utah Code 54-8-10. Notice is to be given.

Notice of assessment – Publication, Utah Code 54-8-16. Notice must be given at least 20 days before the date fixed for the hearing.

Notice of rules of division – Filing advertising material – Injunctions – Intervention by division in suits – General powers of division, Utah Code 57-11-11. Notice must be given at least 20 days before the hearing.

Notice, public hearing, and resolution requirements for certain tax increases – Exceptions – Applicability of provisions, Utah Code 59-2-919. Notice must be given 2 weeks before a taxing entity conducts the public hearing.

Notice of consolidated advertisement of public hearings, Utah Code 59-2-919.2. Notice shall be given 2 weeks before the first hearing.

Notice of base – Imposition of tax – Distribution of revenue – Administration – Commission requirement to retain an amount to be deposited into the Qualified Emergency Food Agencies Fund – Enactment or repeal of tax – Effective date – Notice requirements, Utah Code 59-12-1102. Notice shall be given 2 weeks before the earlier of the two public hearings.

Notice of annual authority budget – Fiscal year – Public hearing required – Auditor forms – Requirement to file form, Utah Code 63H-1-701. Notice must be given at least 1 week before the public hearing.

Notice of dissolution of authority, Utah Code 63H-2-204. Electronically in accordance with Utah Code 45-1-101.

Notice of county roads – Vacation and narrowing, Utah Code 72-3-108. Notice shall be given 4 weeks before the hearing.

Notice of highway, streets, or roads once established continue until abandoned – Temporary closure, Utah Code 72-5-105. Notice shall be given 4 weeks before the hearing.

Notice of petition for hearing to determine validity – Notice – Service – Pleading – Costs – Review, Utah Code 73-1-16. Notice must be published at least 3 weeks before the hearing.

Notice of determination by the state engineer of watershed to which particular source is tributary – Publications of notice and result – Hearing – Judicial review, Utah Code 73-5-14. Notice must be given 5 weeks before the hearing.

Notice – method and time of giving, Utah Code 75-1-401. Notice must be given 10 days before the hearing.

Notice of summary of sale or other disposition of agency property – Publication of summary, Utah Code 17C-1-303. The agency shall, no later than 1 month after the day that the disposition is concluded, post each summary.

Notice of urban renewal project area plan adoption – Effective date of plan – Contesting the formation of the plan, Utah Code 17C-2-108. Notice shall be given for a period of 30 days after the effective date of the project area plan.

Notice for Utah Code 17C-2-206. Amending an urban renewal project area budget. Requirements for notice provided by agency, Utah Code 17C-2-502. Notice must be given at least 14 days before the day of the hearing.

Notice for Utah Code 17C-3-205. Amending an economic development project area budget. Requirements for notice provided by agency, Utah

Code 17C-3-402. Notice must be given at least 14 days before the day of the hearing.

Notice for Utah Code 17C-4-202. Resolution or interlocal agreement to provide funds for the community development project area plan. Requirements for notice provided by agency, Utah Code 17C-4-402. Notice must be given at least 14 days before the day of the hearing.

Notice for Utah Code 17B-1-1305. Notice of public hearing and of dissolution, Utah Code 17B-1-1307. Notice must be posted 30 days prior to hearing.

Notice of preparing a proposed general plan or comprehensive general plan amendment, Utah Code 10-9-203 and Utah Code 17-27a-203. Provide notice 10 calendar days prior to intent to prepare a proposed general plan.