

**20\_\_ SPECIAL DISTRICT**  
**“TRANSPARENCY NOTICE”**  
*Notice to Electors 32-1-809 C.R.S.*

Date \_\_\_\_\_

**Legal Name of**

**Special District:** \_\_\_\_\_

This information must be provided<sup>1</sup> annually to the eligible electors of the district between November 16 and January 15.

Address and telephone number of district's principal business office	
Name and telephone of manager or other primary contact person for district	
Email address of primary contact (optional, but needed for access to DLG E-filing Portal)	
District's website address (optional)	
Time and place designated for regular board meetings [per C.R.S. 32-1-903]	
Posting place designated for meeting Notice [per C.R.S. 24-6-402(2)(c)]	

<b>Names and Contact Information of Board Members</b>  <i>Check applicable boxes for a Board Member whose seat will be on the ballot at the next regular election.</i>	<b>(1) Board Chair</b> Name: _____ Contact Info: _____ <input type="checkbox"/> This office included on next regular election ballot for a <input type="checkbox"/> Two-year term <input type="checkbox"/> Four-year term	<b>(2)</b> Name: _____ Contact Info: _____ <input type="checkbox"/> This office included on next regular election ballot for a <input type="checkbox"/> Two-year term <input type="checkbox"/> Four-year term
	<b>(3)</b> Name: _____ Contact Info: _____ <input type="checkbox"/> This office included on next regular election ballot for a <input type="checkbox"/> Two-year term <input type="checkbox"/> Four-year term	<b>(4)</b> Name: _____ Contact Info: _____ <input type="checkbox"/> This office included on next regular election ballot for a <input type="checkbox"/> Two-year term <input type="checkbox"/> Four-year term
	<b>(5)</b> Name: _____ Contact Info: _____ <input type="checkbox"/> This office included on next regular election ballot for a <input type="checkbox"/> Two-year term <input type="checkbox"/> Four-year term	
	<b>(6)</b> Name: _____ Contact Info: _____ <input type="checkbox"/> This office included on next regular election ballot for a <input type="checkbox"/> Two-year term <input type="checkbox"/> Four-year term	<b>(7)</b> Name: _____ Contact Info: _____ <input type="checkbox"/> This office included on next regular election ballot for a <input type="checkbox"/> Two-year term <input type="checkbox"/> Four-year term
<b>For seven-member boards</b>		

Date of next regular election	May ___, 20__
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Self-nomination forms to be a candidate for district board member may be obtained from and should be returned to the Designated Election Official (or Board Chair or Secretary if no DEO). [per C.R.S. 1-13.5-303]

Self-nomination forms for the next regular election must be received by the district by:

\_\_\_\_\_, 20\_\_, no later than \_\_:\_\_\_ PM.

Applications for absentee voting or for permanent absentee voter status are available from and must be returned to the Designated Election Official. [per C.R.S. 1-13.5-1003]

Designated Election Official: \_\_\_\_\_

Contact Address \_\_\_\_\_

Contact Phone: \_\_\_\_\_

District election results will be posted on these websites:

Department of Local Affairs  
<https://dola.colorado.gov/lgis>

District Mill Levy	_____ mills, for collection in 20__
Total ad valorem tax revenue received in the previous year (note if unaudited or otherwise incomplete)	\$ _____

File copy of this Notice with:

- ☐ Clerk and Recorder of each county in which the district is wholly or partially located
- ☐ Assessor of each county in which the district is wholly or partially located
- ☐ Treasurer of each county in which the district is wholly or partially located
- ☐ Board of commissioners of each county in which the district is wholly or partially located
- ☐ Governing body of any municipality in which the district is wholly located
- ☐ Division of Local Government
- ☐ District's principal business office where it shall be available for public inspection

<sup>1</sup> Notice must be provided in one or more of the following manners:

- a) Mail Notice separately to each household where one or more eligible electors of the special district resides (Note: Districts with overlapping boundaries may combine mailed Notices, so long as the information regarding each district is separately displayed and identified);
- b) Include Notice as a prominent part of a newsletter, annual report, billing insert, billing statement, letter, voter information card or other Notice of election, or other informational mailing sent by the district to the eligible electors;
- c) Post Notice on district's official website (Note: You must also provide the Division of Local Government (<http://www.colorado.gov/dola>) with the address of your district's website in order to establish a link on the DLG's site. Please use our Contact Update form available on our website or by request.);
- d) Post Notice on website of the Special District Association of Colorado (<http://www.sdaco.org>) (Note: Your district must be an SDA member. Send Notice to SDA by mail or electronic transmission); or
- e) For a special district with less than one thousand eligible electors that is wholly located within a county with a population of less than thirty thousand, posting the Notice in at least three public places within the limits of the special district and, in addition, posting a Notice in the office of the county clerk and Recorder of the county in which the special district is located. Such Notices shall remain posted until the Tuesday succeeding the first Monday of the following May.