

EXAMPLE
NOTICE OF PUBLIC MEETING

Date and Time:

Place of Meeting: (Facility Name and Specific Address/Suite)
This Facility is ADA accessible

General Subject: ()

The (Department Name) is holding a meeting to discuss and review the planned (Name of Project) to be built on the 84 acres of County property located at the corner of North Charleston Village Road and Lake Mead. Department representatives will facilitate the discussion and review. Comments on the project will be solicited from attendees following the conclusion of the discussion.

In accordance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act, persons needing a special accommodation at this meeting should contact [departmental Section 504 liaison name and contact information here. If no departmental liaison, then write—Office of Diversity, Section 504 Coordinator or call (702) 455-5760, (702) 455-1416—TDD or by email at brownsn@clarkcountynv.gov] at least five (5) business days prior to the (add date of meeting). For alternative contact methods for the hearing impaired, please dial Relay Nevada at 711 [or call at 702/363-3323].

Example Accommodations:

Interpreter for the Hearing Impaired
Assistive Listening Device
Large Print Materials
Accessible Seating Arrangement