

“Transparency” Notices

Colorado statute requires¹ that special districts formed pursuant to the Special District Act² must prepare a public notice every year that contains certain information about the district.³ This requirement has been nicknamed the “Transparency Notice.”

Required Contents

The notice must contain the following:

- a. The address and telephone number of the district’s principal business office;
- b. The name and telephone number of the district manager or other primary contact person for the district;
- c. The names of each board member and whether his/her seat will be open for election at the district’s next regular election.
- d. The date of the district’s next regular election;
- e. Time and location of regular board meetings, and information about where the district posts notice before board meetings;
- f. The district’s current mill levy and the amount of property taxes collected during the last year;
- g. Information about becoming a candidate for the board of directors (for example, how to obtain and submit a self-nomination)
- h. Information about finding the district’s election results online;
- i. Information about applying for permanent mail-in voter status from the county clerk and recorder for certain elections.

Methods to Make Notice Available to the Public

The statute prescribes certain ways for a special district to make its Transparency Notice available to the public, including:

1. Posting the Notice on the district’s website;⁴
2. Posting the Notice on the SDA’s website;⁵

1 This requirement began in 2010.

2 See [Types of Districts](#) FAQ Fact Sheet for discussion of districts formed pursuant to the Special District Act.

3 [See section 32-1-809, C.R.S.](#)

4 If you wish to post the Transparency Notice on the district’s website, you will also need to provide the district’s website address to the Division of Local Government (the “DLG”) so that the DLG can create a link between the DLG’s website and the district’s website.

5 Current SDA Membership required.

3. Including the Notice as a prominent part of a district newsletter, annual report, billing insert or billing statement, election notice, etc., sent by the district to the district's eligible electors;
4. Mailing the Notice directly to households of the district's eligible electors; or
5. Posting the Notice at certain prescribed locations, *however*, this option to post the Notice is only legally sufficient for districts wholly located in a county with less than 30,000 people and if the district has less than 1,000 eligible electors.

The Notice is due by January 15 of each year.

Many districts which are members of SDA choose to post their Transparency Notice on the SDA website (www.sdaco.org), but if you can't find the Notice for a particular district on our website, it's possible that the district chose one of the other methods for making the Notice available to the public.