Public Notice Sign Instructions

APPLICABILITY

A public notice sign is required for a Type 1, 2, or 3 Land Use Review, Short Plat, or Subdivision, and may be required for other permit applications (as determined by the Department of Community Development).

TIMING

When your application has been accepted for filing, you will receive a completed public notice sign. The sign must be installed according to the instructions below prior to the Notice of Application being published. The sign must remain in place as follows:

- Type 1 Land Use Review or Short Plat: Until the Notice of Application comment period has expired.
- Type 2 or 3 Land Use Reviews or Subdivisions: Until the Hearing Examiner's public hearing has closed.

THE APPLICANT IS RESPONSIBLE FOR REMOVING THE SIGN AFTER THE NOTICE OF APPLICATION COMMENT PERIOD HAS EXPIRED OR THE HEARING EXAMINER'S PUBLIC HEARING HAS CLOSED.

SIGN PLACEMENT

Location: The sign shall be installed midpoint on the street frontage or as otherwise directed by the Department of Community Development to maximize visibility.

Height: The lowest point of the sign shall be between three (3) feet and four (4) feet above the ground.

Visibility: The intent of the public notice sign is to notify the public of the proposed action. Therefore, the sign must be located and installed so it will be readily visible from the public street, and readily accessible to a person who wants to obtain a copy of the notice that is attached to the sign. It must be located so that no information on the sign is obscured from public view due to blockage by vegetation, fencing or other structures.

Attachment: The sign may be attached to posts, a fixed structure or fence. The sign shall not be attached to utility poles, traffic signposts or vehicles. We recommend using two 4" x 4" x 10' wood posts, installed 24" to 30" into the ground, and attaching the sign using minimum 2" nails, three per post.

After Installation: Please notify the Planner assigned to your application

Maintenance: The applicant must maintain the sign in good condition.