



# PLANNING & DEVELOPMENT SERVICES DEPARTMENT POLICY

<b>POLICY NAME:</b>	Posted Notice for Public Hearings		
<b>DIVISION/SECTION:</b>	Administration	<b>CONTACT:</b>	Glenn Moyer
<b>POLICY TYPE:</b>	External	<b>EMERGENCY?</b>	No

**PURPOSE:**

To provide for consistent posting in compliance with adopted codes and ordinances for all development requests subject to a public hearing administered by the Planning & Development Services Department. (Land Use Code 5.4.3.2; Development Compliance Code 23A-50.4.b; Sign Code 3-130.A.2)

**POLICY:**

Applicants for rezonings, special exceptions, and Land Use Code or Sign Code variances, shall post notice of the public hearing in compliance with the following.

1. Sign copy and layout shall be provided by PDSD, in 8.5" x 11" format.
2. Finished signs shall be 24" x 31" with the longer dimension oriented vertically.
3. Sign faces shall be made of plywood, corrugated plastic sheet such as Coroplast®, or similar sturdy material.
4. Signs shall be securely mounted to a minimum of one 2x2 inch wooden post or structural equivalent, buried at least 18 inches into the ground.
5. Bottom of sign shall be no less than 30 inches above grade.
6. Finished height shall be no more than six feet above grade.
7. Signs shall be installed no more than 30 days before and no less than 15 days before the public hearing date.
8. Signs shall be installed on the subject site, outside of and within 20 feet of the public right-of-way, in the location(s) as generally depicted on the posting location map provided by PDSD. Final location of the sign(s) shall be conspicuous, and shall not create a traffic hazard.
9. Within 15 days prior to the date of the public hearing the applicant shall submit to PDSD a notarized affidavit of posting (form provided by PDSD) together with the posting location map and a photograph of each sign installed on the site. (Notary service is available at PDSD.)
10. Signs shall remain installed on the site until no less than one day after the public hearing date.
11. Signs shall be maintained in good condition from the time they are installed until they are removed.
12. Signs shall be removed from the site no more than five days after the public hearing date.
13. All lettering shall be black.
14. Sign color
  - a. Rezoning cases shall be on a yellow background (Pantone Yellow or similar).
  - b. Special Exception cases shall be on a light blue background (Pantone PMS 2975 or similar).
  - c. Board of Adjustment (BOA) and Sign Code Advisory and Appeals Board (SCAAB) cases shall be on a white background.

**DIRECTOR APPROVAL:**

  
Ernie Duarte

Date 7/19/2011

CFT use only	EMT Review Date:	July 19, 2011
EMT Approval Date:	July 19, 2011	Posting Date:
PDSD Policy Number:	2011-02 (E)	Effective Date:
		October 1, 2011