



**Public Notice – Sign Posting Specifications (effective 8/15/21)**  
Growth Management Department

- A. Within 1 work day of receiving a complete request, the City’s Growth Management Department will prepare the sign and provide it to the applicant as a PDF file. To assure that the sign is legible, handwritten signs are not allowed.
- B. The applicant will do the following:
1. For individual lots developed at a density of less than 8 units per acre:
    - a. Print as a 1-sided sign on corrugated plastic at a size of 28 by 22 inches using the PDF file with no alterations; and
    - b. Assemble the sign on a wire frame stand (see Figure 1 below); and
    - c. Post one sign per street frontage on the ground so that the face of the sign is parallel to the right-of-way, is prominently displayed in an area that is clearly visible, and is centrally located along each street frontage immediately adjacent to the subject property; and
    - d. Remove all signs from the site no later than 10 days after all applicable review boards take final action.
  2. For non-residential development proposals and all residential proposals greater than or equal to 8 units per acre:
    - a. Print as a 1-sided sign on corrugated plastic at a size of 36 by 24 inches using the PDF file with no alterations; and
    - b. Assemble the sign on a metal frame stand with a minimum depth of one-half (1/2) inches that wraps around the entire edge of the sign (see Figure 2 below); and
    - c. Post one sign per street frontage on the ground so that the face of the sign is parallel to the right-of-way, is prominently displayed in an area that is clearly visible, and is centrally located along each street frontage immediately adjacent to the subject property; and
    - d. Either remove all signs from the site no later than 10 days after all applicable review boards take final action or note on the Sign Posting Affidavit that Growth Management is requested to pick up the sign so that it can be reused by another customer.

Figure 1



Figure 2

