

# **PUBLIC NOTICE SIGNS**

## *Information*



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### **WHY ARE PUBLIC NOTICE SIGNS REQUIRED?**

- Land use permits are open to public scrutiny. Every reasonable opportunity is given to provide public notice and encourage citizen input on land-use actions.
- Notification alerts interested citizens to pending applications for a particular site and informs them when public hearings will take place. Notice of a public hearing is given by posting a sign on the subject property, by advertisement in local newspapers, and by mailing notices to individual property owners.
- The City of University Place Zoning Code requires that once an application has been deemed complete, the applicant shall provide posted public notice on the subject property in accordance with specifications provided by the Planning & Development Services (P&DS) Department.

### **WHAT ARE THE REQUIREMENTS FOR POSTING NOTICE SIGNS?**

- SIGNS ARE TO BE POSTED ON THE PROPERTY AT ITS PRINCIPAL ENTRY POINT BY THE NEAREST RIGHT-OF-WAY
- SIGNS MUST BE PLACED ON PRIVATE PROPERTY (the subject lot), NOT ON THE PUBLIC RIGHT-OF-WAY
- SIGNS MUST BE SECURELY ATTACHED TO STURDY POSTS A MINIMUM OF 3 FEET OFF THE GROUND TO WITHSTAND INCLEMENT WEATHER
- SIGNS MUST BE VISIBLE FROM ALL ABUTTING STREETS (a sign must face every street surrounding the property. Example - a corner lot would need two signs)
- NOTICE MUST BE POSTED ON WATERPROOF SIGNS provided by the P&DS Department and marked with permanent, waterproof ink
- The signs shall include APPLICATION NUMBER, APPLICANT PROPOSAL, and if applicable, THE PUBLIC HEARING DATE, in large and legible lettering
- SIGNS ARE PROVIDED BY THE CITY in connection with a land-use application