

# SIGNS POSTING REQUEST

## Purpose

To provide guidance on what is needed to meet the sign posting requirements.

## Criteria

For every zoning request, the applicant must erect a "Proposed Zoning Change" sign on the subject property to publicize the proposed zoning change. The signs shall be designed in accordance with the attached sign design diagram and the following criteria:

- Signs shall be four (4) feet by four (4) feet.
- Two (2) sided ten (10) millimeter coroplast sign or metal sign.
- Lettering shall be placed on both sides of the sign.
- Supporting posts shall be metal or wood.

## Deadline

Ten (10) days prior to the first public hearing, the property owner or his/her representative must provide verification with a photograph that the sign is in place by **12pm**. If verification is not provided, Town Staff will not notice the property which will result in a delay. The photograph must be provided to the Development Services office via-email.

**It is the responsibility of the property owner, applicant or representative to contact a sign company and arrange for the preparation, placement, and proof of the posting of the sign. Town staff is not responsible for monitoring, posting or maintaining signs on the subject property during the rezoning process.**

This information is intended to act as a guide, please verify with the Planning Department to confirm requirements of the zoning ordinance.

