

“PROPOSED ZONING CHANGE” SIGN 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.

The signs shall be placed in accordance with the following criteria:

- The sign shall be placed in a location visible from all major streets adjacent to the property in the request. Generally, one sign shall be erected along each side of the property that is adjacent to a street.
- Signs shall be located no greater than twenty (20) feet from the front property line, and shall be a minimum of two (2) feet off the ground, unless otherwise directed by the Town Council or its designee.
- The property owner or his/her representative shall erect the sign on the property ten (10) days prior to the first public hearing scheduled to discuss the zoning case applicable. The property owner shall be responsible for maintaining the sign on the property throughout the entire zoning case.

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. The photograph must be provided to the Development Services office via-email.

The property owner, applicant, or representative must remove the sign within three (3) days after the Town Council’s approval of the ordinance rezoning the property or the denial of the zoning case.

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.**