



## **PUBLIC NOTICE SIGN POSTING REQUIREMENTS**

In accordance with Section 21-3 of the Village of North Palm Beach Code of Ordinances, you are required to notify the general public of your proposal and to provide members of the public with a contact number to obtain additional information. The attached instructions, specifications and list of materials provide the guidance you will need to meet the Village’s public sign posting requirements. Please read carefully and order your notice sign without delay. Applicants typically order their signs through a sign company.

Applicant shall provide the signs, subject to the criteria for size and contents established by the community development director. (See attached specifications).

- Applicant shall install the signs in a workman-like manner. All signs should be installed so as to withstand normal weather events.
- Applicant shall post one sign per 500 feet of lineal right-of-way, with a minimum of one sign per frontage.
- Applicant shall provide, at least 3 days prior to the public hearing, a photograph of the sign and an affidavit attesting to the date of installation and the number of signs.

Date Received

Project Number

Public notice requirements for development applications and approvals [Sec. 21-3(a)]						
	Planning Commission/LPA/Zoning Board of Adjustment			Village Council		
	Mail*	Newspaper*	Post*	Mail*	Newspaper	Post*
<i>Rezoning</i>	10	7	15	10	Statutory notice for ordinance adoption	15
<i>Large-scale Comprehensive Plan Amendment</i>	10	7	15	10	Statutory notice for ordinance adoption	15
<i>Small-scale Comprehensive Plan Amendment</i>	10	7	15	10	Statutory notice for ordinance adoption	15
<i>Variance**</i>	7	7	10	N/A	N/A	N/A
<i>Planned Unit Development</i>	10	7	15	10	Statutory notice for ordinance adoption	15
<i>Special Exception Use</i>	10	7	15	10	Notice of public hearing or statutory notice for ordinance adoption (if within a PUD)	15

\* Number of calendar days prior to date of public hearing.

\*\* The notice requirements for variances shall include all variances relating to the zoning code (Chapter 45), the dock and waterway regulations (Chapter 5), and the sign regulations (Chapter 6).

<b>Public Notice Sign Posting Specifications</b>	
<b>Sign notices of a public hearing shall be as follows:</b>	
	The sign shall be a minimum of 3 feet (3') x 3 feet (3') in size.
	The sign shall be constructed of laminated coroplast, minimum one-half inch (1/2") thick laminated plywood, or other suitable construction material approved by the Village.
	The sign shall have a white background with black <b>ARIAL</b> font lettering.
	The lettering to be a minimum of 2 inches (2") in size.
	The maximum height of the sign shall be 8feet (8') from finished grade to top of sign and shall not be obstructed from view from the adjacent right-of-way.
	The sign shall be placed 10 feet (10') minimum from the front property line of subject property.
	The applicant is responsible for maintaining the integrity and accuracy of the sign.
	The applicant shall remove the sign within ten (10) days after the Village renders a final decision on the application.
	The sign shall resemble the sample below:

**THIS SITE IS BEING CONSIDERED**  
**FOR *(type of application)***  
**BY THE VILLAGE OF NORTH PALM BEACH**  
**For Questions or Comments, call:**  
**561-841-3365**

**AFFIDAVIT OF PUBLIC NOTICE POSTING REQUIREMENTS**

*Notice of (Check all that apply):*

Rezoning	Large-Scale Comprehensive Plan Amendment	Small-Scale Comprehensive Plan Amendment
Variance	Special Exception	Planned Unit Development (PUD)

Project: \_\_\_\_\_

Applicant: \_\_\_\_\_

Location: \_\_\_\_\_

In order to assist in providing adequate notice to interested parties, the applicant shall post signs pursuant to Section 21-3 of the Village of North Palm Beach Code of Ordinances. It shall be the responsibility of the applicant to erect and to maintain the sign on the subject property and to update the hearing information on the sign until the final disposition of the project. It shall also be the responsibility of the applicant to remove the sign within (10) days after the final disposition of the project.

I, \_\_\_\_\_,  
representing \_\_\_\_\_,  
declare as follows:

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, I posted a sign/signs on the property referenced above to notify the public of Village action regarding Project File No. \_\_\_\_\_.

See attached date stamped photo exhibit of posted sign(s).

\_\_\_\_\_  
Signature(s) of applicant/representative                      Print Name                      Date

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,

By means of physical presence / online notarization by:

\_\_\_\_\_  
(Name of person making statement).

Who is personally known to me \_\_\_ or has produced identification \_\_\_

Type of Identification produced: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary)

{ NOTARY STAMP }