



## Public Hearing Notification Sign Criteria and Affidavit

A public hearing notification sign is a sign erected on the subject property to publicize a Zoning Change request, a Specific Use Permit request, a Variance request, or a Historic Landmark Designation request. ***The number of signs and the placement of signs shall be determined at the time of First Review Comments for each specific request.*** It is the responsibility of the owner/project representative to contact Development Services Department to verify the number and location of signs needed.

### **SIGN CRITERIA:**

#### **SIGN DESIGN**

- Signs shall be three and a half (3 ½) feet wide by four (4) feet tall. (Please refer to attached sign exhibit.)
- The sign shall be constructed in accordance with the City's design standards for public hearing notification signs.
  - a. Two (2) sided, ten (10) millimeter Coroplast sign or other material of equivalent strength and durability.
  - b. Lettering shall be placed on both sides of the sign.
  - c. The letter font style shall be Trebuchet MS. The required font size is 230 (bold) for the sign heading and 180 for all but for the remainder of the sign. Of the smaller words on the sign, everything is bold with the exception of the number field, name field, request field, and the website address. (Please refer to attached sign exhibit.)
  - d. Metal or wood posts shall be used.
- The sign shall comply with the layout and dimensions on the attached Public Hearing Notification Sign Specification sheet.

#### **PLACEMENT**

- The sign shall be posted perpendicular to the property line, and visible and legible from adjacent rights-of-way, but except alleys, at a location(s) determined by staff.
- If the subject property is on more than one (1) right-of-way, one (1) sign shall be posted along each right-of-way for each 500 feet of linear street frontage of the property.
- Signs shall be located outside of the public right-of-way, and shall be a minimum of two (2) feet off the ground, unless otherwise directed by the Director of Development Services or designee.

#### **PROOF OF POSTING**

- At least 10 days prior to the public hearing, the applicant shall submit an executed affidavit of proof of the posting (attached) and photographs of the installed sign to the Planning Project Manager.**

***Failure to post the notification sign(s) and submit the affidavit and photographs will require that the public hearing item be withdrawn and re-noticed until the next public hearing date available.***

- The property owner is responsible for maintaining the sign on the property throughout the entire public hearing process. If the sign is destroyed or removed from the property, the applicant is responsible for obtaining another sign and posting the sign on the property promptly.

**REMOVAL OF SIGNS**

- The property owner or his/her representative must remove the sign within three (3) calendar days subsequent to the final decision by the approving body.

**CITY OF DENTON PUBLIC HEARING NOTIFICATION SIGN  
SPECIFICATIONS**



**PUBLIC HEARING NOTIFICATION SIGN  
AFFIDAVIT OF SIGN POSTING**

**Project No.** \_\_\_\_\_

**Date of Planning and Zoning Commission Meeting:** \_\_\_\_\_

I hereby certify that I have posted or caused to be posted Public Hearing Notification sign(s) on the property subject to Project Name/Number \_\_\_\_\_, located at \_\_\_\_\_

Said sign(s) have been obtained through a sign contractor of choice and meet the specifications as stated in the City of Denton Public Hearing Sign Criteria Sheet.

Posting of said signs was accomplished on \_\_\_\_\_, 20\_\_\_\_\_. Said signs have been posted in a manner which provides an unobstructed view and which allows clear reading from the public right(s)of-way along\_\_\_\_\_. Said signs will be maintained on the property throughout the entire public hearing process and will be removed within three (3) calendar days subsequent to the final decision by the approving body.

I further certify that this affidavit was filed with the Planning Department of the City of Denton within the time provisions specified in the City of Denton Public Hearing Sign Criteria Sheet.

Executed this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant or Authorized Representative for Project No. \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Applicant or Authorized Representative for Project No. \_\_\_\_\_

STATE OF TEXAS COUNTY OF \_\_\_\_\_ BEFORE ME, a Notary Public, on this \_\_\_\_\_ day personally appeared \_\_\_\_\_ (printed owner's name) the above signed, who, under oath, stated the following: "I hereby certify that I am the owner, for the purposes of this application; that all information submitted herein is true and correct."  
SUBSCRIBED AND SWORN TO before me, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Signature (seal)

**PLEASE NOTE: Failure to post the notification sign(s) on the property by the close of business (5 pm) on the tenth (10<sup>th</sup>) day prior to the first public hearing shall result in the postponement of consideration by the Board or Commission.**

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**STAFF USE ONLY:**

Date/Time submitted: \_\_\_\_\_ Verified by: \_\_\_\_\_