



DEPARTMENT OF DEVELOPMENT SERVICES

Development Services Center – 401 N. Elm Street – Denton, Texas 76201 voice: (940) 349-8541
www.cityofdenton.com

Historic Landmark Commission Notice of Public Meeting Requirements

To ensure that the public is aware of Certificate of Appropriateness applications and Historic Landmark Designations, both subject to review before the Historic Landmark Commission, the City of Denton requires applicants to post a notice of public meeting sign on the property subject to review. Posting the sign is the responsibility of the applicant.

Posting notice of public meeting signs for Historic District Designations will be the responsibility of the City of Denton.

TIMING OF POSTING

- The sign must be posted one week prior to each commission meeting.
- Signage shall be removed from the site no more than two days following the date of the meeting. Yard signs shall be returned to the City within that same timeframe.
- In the event that the sign is knocked over or made illegible, it is the responsibility of the applicant to promptly reset the sign or notify the City of the damage, so that a new sign can be created and picked up by the applicant.
- If the sign is removed from the property, it is the responsibility of the applicant to notify the City, so that a replacement sign can be created and picked up by the applicant.

LOCATION OF SIGN

- The sign must be visible from the public right-of-way, located within five feet from the property line. The sign shall not obstruct vehicular sight distance.
- In cases of alterations or additions to an existing building, the sign may be placed in a building window, provided that such window is located no less than five feet from the property line.

CERTIFICATION

Once the sign is posted, the applicant shall submit via email a completed certification of posting to the Historic Preservation Officer, Cameron Robertson at Cameron.Robertson@cityofdenton.com. Both electronic and wet signatures are accepted.

ATTACHMENT

- Example of Notice of Public Meeting Sign Certification



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EXAMPLE: Notice of Public Meeting Sign Certification

I, (**Applicant**) hereby certify that a notice of public meeting sign was posted on (**Date**) prior to the Historic Landmark Commission held on (**Date**) for the proposed project (**Application ID**) located at (**Address**).

Photo documentation of sign placement:

Note that it is the applicant's responsibility to remove the notice of public meeting sign within two days following the date of the meeting. The window sign shall be discarded, while the yard sign should be returned to the City of Denton.

Signed,
(Applicant's Signature)
(Date)