SIGN POSTING AGREEMENT

REQUIREMENTS

POSTING SIGNS ANNOUNCING - ADMINISTRATIVE SITE PLAN APPLICATION

All persons making application to the City under the requirements and procedures established by the City Zoning Code (IDO) are responsible for the posting and maintaining of one or more signs on the property which the application describes. Waterproof signs are provided at the time of application. If the application is mailed, you must still stop at the Zoning Front Counter to pick up the required sign(s).

The applicant is responsible for ensuring that the signs are posted as required for the initial 5 days and remain posted throughout the 15-day appeal period. Failure to maintain the signs during the required periods may be cause for additional time for appeals for the Site Plan approval. Replacement signs for those lost or damaged are available from the Zoning Front Counter at a charge of $3.75 each.

1. LOCATION

   A. The sign shall be conspicuously located. It shall be located within twenty feet of the public sidewalk (or edge of public street). Staff may indicate a specific location.
   B. The face of the sign shall be parallel to the street, and the bottom of the sign shall be at least two feet from the ground.
   C. No barrier shall prevent a person from coming within five feet of the sign to read it.

2. NUMBER

   A. One sign shall be posted on each paved street frontage. Signs may be required on unpaved street frontages.
   B. If the land does not abut a public street, then, in addition to a sign placed on the property, a sign shall be placed on and at the edge of the public right-of-way of the nearest paved City street. Such a sign must direct readers toward the subject property by an arrow and an indication of distance.

3. PHYSICAL POSTING

   A. A heavy stake with two crossbars or a full plywood backing works best to keep the sign in place, especially during high winds.
   B. Large headed nails or staples are best for attaching signs to a post or backing; the sign tears out less easily.

4. TIME

   A. Signs will be posted for at least 5 calendar days after the permit has been applied for

   04/16/2025 To 05/22/2025

   B. **THE SIGN MUST BE POSTED FOR 15 DAYS AFTER THE PERMIT IS APPROVED.** The appeal period is 15 days after the permit issued.

I have read this sheet and discussed it with the Zoning Front Counter Staff. I understand (A) my obligation to keep the sign(s) posted for at least (5) days after a permit is requested and for (15) days after the permit is issued and (B) where the sign(s) are to be located. I am being given a copy of this sheet.

Yolanda Padilla Moyer, PE _____ 04/08/2025 _____
(Applicant or Agent) (Date)

I issued _____ signs for this application _____ _____
Date) (Staff Member)

PERMIT NUMBER: _____

Rev. 10/25/2024