

INTERNAL REVIEW POSTING AFFIDAVIT

Date _____

I, _____, do hereby certify that a Public Notice Poster was visibly and continuously posted on the site located at:

City Planning File Number(s): _____

from: _____ (date) to _____ (date)

I also do hereby certify that the site was checked on the following dates to ensure that the Public Notice was visible and readable:

1. _____

2. _____

Signature

INTERNAL REVIEW POSTING INSTRUCTIONS

All internal review applications are required to have the site posted for a minimum of ten (10) days after formal submittal of the application. City Planning relies on applicants/owners to post the prospective sites themselves.

The general posting guidelines are as follows:

- The public notice poster will be provided within five (5) days of the time of formal application submittal. The proposed project site must be posted for a minimum of ten (10) days and remain on the property for the full ten (10) day period.
- The poster should be placed on the proposed site in a very visible location at a point (or points, if additional posters are provided) along the perimeter of the site where it can be clearly viewed by passing motorists from adjacent streets and/or pedestrians without having to trespass. The physical location of the poster should provide actual notice to owners and residents of the surrounding properties and the general public that a development is being proposed in the general area.
- The poster should never be placed on trees within the street right-of-way. A \$500.00 fine or a 90 day jail sentence or both may imposed under Section 21-6-603 and 604 of the City Code. It is also forbidden to place a poster on electrical power poles and telephone poles.
- If a public notice poster should become lost or illegible, immediately contact City Planning at 385-5905 and you will be supplied with a replacement poster.

Revised 8/25/09