

LAND USE NOTICE INSTRUCTIONS

The Notice of application shall be posted in the following manner:

1. It shall be posted on the subject property for the duration of the public comment period. The applicant shall be responsible for posting the property for site-specific proposals with notice boards provided by the city. Public notice shall be accomplished through the use of a four-foot by four-foot plywood face generic notice board to be issued by the city as follows:
 - The applicant shall apply to the city for the issuance of a notice board, and shall pay to the city the amount of money on the fee schedule currently approved by the city council and available at City Hall
 - Posting of the property for site-specific proposals shall consist of one or more notice boards as follows:
 - a. A single notice board shall be placed by the applicant in a conspicuous location on a street frontage bordering the subject property.
 - b. Each notice board shall be visible and accessible for inspection by members of the public.
 - c. Notice boards shall be maintained in good condition by the applicant during the notice period and must be in place at least fifteen calendar days prior to the end of any comment period.
 - d. Notice boards must be removed by the applicant after the expiration of the applicable notice period.
 - An affidavit of posting shall be submitted to the city at least seven calendar days prior to the hearing. If the affidavits are not filed as required, any scheduled hearing or date by which the public may comment on the application may be postponed in order to allow compliance with the notice requirement.
2. The city shall post the notice of application at City Hall.
3. Where no other public notice, such as the required notice of a public hearing, is required, the notice of application shall be published once in the official newspaper for the city.