



PUBLIC HEARING INSTRUCTIONS FOR SIGN POSTING AND WRITTEN NOTICE

Written Notice Deadline	At least ten (10) days prior to scheduled public hearing date
Sign Posting Deadline	Ten(10) days prior to scheduled public hearing date
Return Posting Affidavit Form A	Within two (2) business days after the posting date
Return notarized Posting Affidavit Form B	Day of Public Hearing or at Public Hearing
Return sign(s) to Community Development Department	Within two (2) weeks after public hearing date

- **WRITTEN NOTICE:** At least ten (10) days prior to required public hearing, written notice of hearing must be sent by first class mail to the address of each property owner within 700 feet of the subject property. *The Community Development Department is preparing the list of property owner addresses and map showing the property owners within the required notification area and mailing the required notice to the required property owners by postcard. Applicants do not need to do anything to meet this requirement.*
- **SIGN PICKUP & FEES:** The Community Development Department will determine the location and number of signs required for each proposal. Staff shall prepare sign(s) for posting on a property for public hearing and will contact the applicant when available for pickup at the Littleton Center. There is a refundable \$100.00 charge **per sign**, **plus** a non-refundable \$25.00 charge **per sign** for the wording strips. **Sign fees are due upon pickup.** Public notice signs shall be removed within two (2) weeks of the conclusion of all public hearings. If dual noticing for said Commission and City Council, the sign(s) must remain posted until after the City Council hearing. If sign(s) are not returned within two (2) weeks, the deposit will not be refunded.
- **HOW TO POST SIGN:** Each sign shall be erected in a conspicuous location along each public right-of-way next to the property at issue for the public hearing. The said sign(s) shall be above ground level and attached to either metal or wooden posts. In the event that there are unusual circumstances on the property in which sign(s) cannot be posted in conformance with these instructions, applicant should obtain prior approval from Community Development Department on an alternative posting method to meet the public hearing notice for sign posting.
- **FORM A:** After sign(s) are posted on property, attach a photograph of the posted sign to the completed **Posting Affidavit (Form A)** and return within two (2) business days after posting to the Community Development Department by email or hand delivery.
- **FORM B:** Complete the **Posting Affidavit Form B** and have it notarized after the sign has been posted for at least 10 full days. Sign(s) must remain upright and in the specified location for the entire 10 days that public notice is required and also are required to remain posted on the subject property until after the public hearing has been held.

Both the completed and notarized Posting Affidavit Form B with attached photo(s) shall be submitted to the Community Development Department on the day of the public hearing. **Failure to present the Posting Affidavit Form B will result in rescheduling.**

Rev. 4-7-26