

1. Sign(s) shall be double-sided, and positioned to be perpendicular to on-coming street traffic to maximize the visibility of the sign(s). The sign(s) shall not be placed more than 15-feet from the street/road.
2. Posting of signs in the Right-of-Way is allowed.
3. Sign(s) shall not be posted on any utility pole or any type of pre-existing sign and shall be freestanding on the subject property. No other sign(s) or writing should be visible on the backing material, nor shall the material be appreciably larger than the sign(s) posted thereon.
4. The bottom of the sign(s) shall be at least thirty (30) inches, or 2 ½ feet from ground level, and the sign(s) shall be placed so that the natural grade, growth, or topography will not obstruct the sign(s) from being viewed by neighbors or passers-by.
5. The Case Manager may provide a map showing the location the sign(s) is/are to be posted:
  - If a map is not provided; the applicant may choose the posting location as long as it meets the other requirements listed in this handout.
  - If a map has been provided; if you have difficulty reading it, please ask for instructions before leaving the office, or reach out to the Case Manager.
6. The applicant is responsible for posting the sign on the property at a date specified. Staff will provide this date to the applicant.  
**County Staff will provide specific instruction to the applicant for the following items:**
7. The sign(s) shall remain posted until:
  - the applicant is required to replace the Notice of Application sign(s) with Notice of Public Hearing sign(s).
  - a determination has been made for the administrative process.
  - the Community Meeting has been completed.
  - the Planning Commission has approved, conditionally approved or denied the application.
  - the Board of County Commissioners has approved, conditionally approved or denied the application.
  - the Board of Adjustment has approved or denied the application.
8. The applicant is responsible for removing the sign(s) within 7 calendar days after:
  - the determination has been made for the administrative process.
  - the Community Meeting.
  - the Planning Commission has approved, conditionally approved or denied the application.
  - the Board of County Commissioners has approved, conditionally approved or denied the application.
  - the Board of Adjustment has approved or denied the application.