



# PLANNING and DEVELOPMENT SERVICES DEPARTMENT POLICY

<b>POLICY NAME:</b>	Posted Notice for Public Hearings		
<b>DIVISION/SECTION:</b>	Administration	<b>CONTACT:</b>	Russlyn Wells
<b>POLICY TYPE:</b>	External	<b>EMERGENCY?</b>	No

**PURPOSE:**

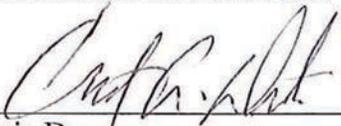
To provide for consistent posting in compliance with adopted codes and ordinances for all development requests subject to a public hearing requirement.

**PROPOSED POLICY:**

Applicants for rezonings, special exceptions, Unified Development Code and Sign Code variances, shall post the subject property in compliance with the following.

1. Posting location map, sign copy and layout shall be provided by PDSD, in 8.5" x 11" format.
2. Finished signs shall be 24" x 31" with the longer dimension oriented vertically.
3. Sign faces shall be made of plywood, corrugated plastic sheet such as Coroplast®, or similar all weather, sturdy, material.
4. Signs shall be securely mounted to a minimum of one 2" x 2" wooden post or structural equivalent and buried at least 18 inches into the ground.
5. Bottom of sign shall be no less than 30 inches above grade.
6. Finished height shall be no more than six feet above grade.
7. Signs shall be installed no more than 30 days and no less than 15 days before the public hearing date.
8. Signs shall be installed on the subject site, outside of and within 20 feet of the public right-of-way, in the location(s) as generally depicted on the posting location map. Final location of the sign(s) shall be conspicuous, and shall not create a traffic hazard.
9. A minimum of 15 days prior to the date of the public hearing, the applicant shall submit to PDSD the original notarized affidavit of posting (form provided by PDSD), the posting location map, and a dated color photograph of each sign installed on the site. Notary service for posting is available at PDSD at no charge.
10. Signs shall be maintained in good condition on the site from the time they are installed until midnight on the public hearing date.
11. Signs shall be removed from the site no more than five days after the public hearing date.
12. All lettering shall be black.
13. Sign color
  - a. Rezoning cases shall be on a yellow background (Pantone Yellow or similar).
  - b. Special Exception case shall be on a light blue background (Pantone PMS 2975 or similar).
  - c. Board of Adjustment, and Sign Code Advisory and Appeals Board (SCAB) cases shall be on a white background.

**DIRECTOR APPROVAL:**

  
\_\_\_\_\_  
Ernie Duarte

Date 3/11/14

CFT use only			
PDSD Policy Number:	2011 (E) revision 2	Effective Date:	March 11, 2014

Time Stamp \_\_\_\_\_

**AFFIDAVIT**  
**Public Notice Posting**  
**City of Tucson**

I \_\_\_\_\_ (full name),  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (business name),  
\_\_\_\_\_ (business address),  
do hereby swear or affirm that on \_\_\_\_\_ (date), I personally  
installed/supervised the installation of \_\_\_\_\_ (number) of public notice  
posters per City of Tucson requirements for case \_\_\_\_\_ (case number)  
on the subject property located at \_\_\_\_\_ (address/location).

\_\_\_\_\_  
\_\_\_\_\_ (signature of declarant)  
\_\_\_\_\_ (date)

**Notary:**

Attachments:  
Posting location map  
Color Photograph of sign(s)