

Site Posting Requirements


Below are the requirements for posting of rezoning/special permit cases. For additional information, please call the Planning Department at 602-262-7131, option #6.

In order to assist in providing adequate notice to interested parties, the applicant for rezoning hearings shall erect, not less than fifteen calendar days prior to the date of the first Village Planning Committee meeting, a single double-sided sign giving notice of the date, time and place of the tentatively scheduled hearings. The sign shall also include the nature of the request as contained on the formal rezoning application. The size and format of this sign shall be as described by the Planning Department. Such notice shall be clearly legible, double sided, and placed at a prominent location on the site, perpendicular to the street, generally adjacent to the public right-of-way.

It shall be the **responsibility of the applicant** to erect and to maintain the sign on the subject property and to maintain the hearing information on the sign until the final disposition of the case. It is **also the applicant's responsibility** to post any continuance dates a minimum of **7 days** prior to the continued date and update the additional hearing dates following the continuance (provide [affidavit](#), see page 24). This responsibility includes removal of the sign after City Council action on the case.

After the sign has been posted, the applicant or their representative must submit an affidavit of posting and a photograph of the site posting.

Site posting specifications and instructions are continued on the next page.

	8' 0"		
	REZONING HEARING		
	VILLAGE PLANNING COMMITTEE	ZONING HEARING OFFICER	Rezoning Case Number <small>RELEVANT INFORMATION PERTAINING TO THE CASE TO BE PLACED HERE</small>
	DATE: _____	_____	(602) 262-7131
	TIME: _____	_____	PLEASE CALL TO CONFIRM DATE
	LOCATION: _____	_____	FURTHER INFORMATION AVAILABLE: 200 WEST WASHINGTON STREET, 2ND FLOOR ZONING SERVICES COUNTER PHOENIX, ARIZONA
	PLANNING COMMISSION	CITY COUNCIL	(000) 000-0000
	DATE: _____	_____	PLEASE CALL FOR SIGN REMOVAL
	TIME: _____	_____	
	LOCATION: _____	_____	

SITE POSTING SPECIFICATIONS

1. 4' X 8' in size.
2. Each sign shall be mounted to two posts. Sign shall be attached to posts using at least six 2 inch long corrosion resistant screws. Signs may be attached to the face of the posts or installed into grooves cut into the posts; either construction method requires six screws per sheet of plywood or MDF (medium density fiberboard).
3. Laminated 5-ply plywood or MDF.
4. Front, back, and all edges painted with two coats of white exterior acrylic enamel.
5. Black lettering may be vinyl or black paint sized proportionally with reference to characters on sign template drawing supplied with order.
6. Signs attached to two 4" x 4" x 8' wood posts placed at least 18" but not more than 24" into the ground.
7. Sign to be placed perpendicular to the street unless directed otherwise at time of order.

SITE POSTING INSTRUCTIONS

1. Post site at least 15 days prior to date of first public meeting or hearing. Post any continued dates at least 7 days prior to the next public meeting or hearing. Remove sign within 7 days of City Council action.
2. You may use the sign vendor of your choice.
3. 15 DAYS PRIOR TO HEARING, send to the City of Phoenix Planning Department -
 - a) [Notarized affidavit of posting](#) (see page 23)
 - b) Photo of sign posted on site with all sign text legible