

**SIGN POSTING REQUIREMENTS
APPLICANT'S ACKNOWLEDGMENT FORM**

Required for Accessory Dwelling Unit & Owner's Accessory Unit
Administrative Review Applications

- (A) The notice shall be on weatherproof signs that have been provided by the city and placed on the subject property.
- (B) All such notice shall be posted no later than three days after the date the application is filed in order to ensure that notice is posted early in the review process.
- (C) The signs shall be placed along each abutting street, perpendicular to the direction of travel, in a manner that makes them clearly visible to neighboring residents and passers-by. At least one sign shall be posted on each street frontage.
- (D) The signs shall remain in place during the period leading up to a decision by the city but not less than 10 days.
- (E) On or before the date that the city is scheduled to make a decision on the application, the city manager will require the applicant to certify, in writing, that notice was posted according to the above requirements.

I, _____, am filing an Administrative Review Application for an
(PRINT NAME OF APPLICANT OR CONTACT PERSON)

Accessory Dwelling Unit or Owner's Accessory Unit on behalf of the property owner(s)

(PRINT NAME OF OWNER(S) IF OTHER THAN APPLICANT/CONTACT)

for property located at _____.

I have read the city's sign posting requirements above and acknowledge and agree to the following:

- 1. I understand that I must use the sign(s) that the city will provide to me at the time that I file my application. The sign(s) will include information about my application and property location in order to provide required public notice.
- 2. I am responsible for ensuring that the sign(s) is posted on the property described above in such a way that meets the requirements of Section 9-4-3(c), B.R.C. 1981 (summarized above), including visibility of the sign(s), time and duration of the sign(s) posting, and reposting any signs that are removed, damaged, or otherwise displaced from the site. As necessary, I shall obtain a replacement sign(s) from the city for reposting.
- 3. I understand that certain future changes to my application, including but not limited to, changes to the project description or adding a review type, may require that I post a new sign(s). The city will notify me if such a reposting is required and provide me with a necessary replacement sign(s).
- 4. I understand that failing to provide the public notice by sign posting required by the city's land use regulation may result in a delay in the city's issuing a decision or a legal challenge of any issued decision.

NAME OF APPLICANT OR CONTACT PERSON

DATE

Please keep a copy of this signed form for your reference. If you have any questions about the sign posting requirements or to obtain a replacement sign, please call 303-441-1880.