



# Sign Acknowledgement Form

This form is required to be signed by the property owner and the applicant.

Any person, firm or corporation requesting a zoning change, a conditional use permit (CUP), residential replat or a variance/special exception shall be required to erect and maintain a sign(s), to be inspected by the City to ensure compliance as required by the Unified Development Code (UDC), upon the property for which the request has been made.

Such sign(s) shall be located as follows:

1. One (1) sign per street frontage shall be located within thirty (30) feet of the abutting street, or as determined by the City.
2. Clearly visible and readable from the public right-of-way and not obstructed in any manner.
3. Shall not create a hazard to traffic on the public right(s)-of-way abutting the property.
4. Shall be placed on the subject property at least nineteen (19) days prior to the scheduled meeting and remain continuously on said property until final action by the Planning and Zoning Commission/City Council/ Zoning Board of Adjustments or withdrawal of the case by the applicant. Removal of the sign by the applicant prior to a final decision by Commission/Council/Board shall constitute a withdrawal of the request.
5. The signs shall be as follows:
  - Planning staff will provide a sign template that includes printing instructions.
  - Signs must be professionally made; handwritten signs are not allowed.
  - The minimum sign size is 24-inches by 36-inches.
  - Blue or black lettering on a white background.
  - At least 10-inches above the ground.
  - Signs must be freestanding and cannot be attached to a tree, fence, or building, unless instructed by the City.
6. After the zone change, conditional use permit (CUP), residential replat or variance/special exception request is approved, denied, or withdrawn by the applicant, the applicant shall remove the sign from the area of the request within ten (10) days of such event.
7. It shall be unlawful for anyone to remove, destroy, deface or obstruct the view of a sign which gives notice that a zoning change, a conditional use permit (CUP), a residential replat, or a variance/special exception has been requested.
8. In the event the applicant fails to erect and/or maintain signs in accordance with this section, the public hearing before the Planning and Zoning Commission/City Council/Zoning Board of Adjustment **shall be postponed** to a date in the future, which would allow time for compliance.
9. The erection of any sign required by this section shall not require a permit under Section 4.1.2.6 of the UDC.
10. The owner or applicant shall promptly notify Community Development of any sign required by this section, which becomes lost, stolen or vandalized. The Planning and Zoning Commission or Zoning Board of Adjustment, depending on the type of case, shall have the power to decide whether or not there has been substantial compliance with the posting requirements in the case of lost, stolen or vandalized signs.

Property owner signature \_\_\_\_\_

Property owner name (printed) \_\_\_\_\_

Date \_\_\_\_\_

Applicant signature \_\_\_\_\_

Applicant name (printed) \_\_\_\_\_

Date \_\_\_\_\_