

## Sign Specifications for Planning Board Public Hearing

**An applicant for a zone change must post notice of the Planning Board hearing on the land under consideration. Please follow the instructions below to properly provide public notice for this rezoning application.**

- 1 The sign template provided must be printed to the exact size and color specifications listed below. Most professional print, photocopy, or sign shops are equipped to make sign copies from the enclosed template (for example, Kinko's, Signal Graphics, etc.).
- 2 

Minimum Sign Size:	28 inches x 44 inches
Required Sign Color:	Sunshine Gold - FDB913
	> R = 253
	> G = 185
	> B = 19
	> C = 0
	> M = 25
	> Y = 80
	> K = 0

Weatherproof: All signs must be weatherproof and made of durable material (e.g., one option would be to laminate a paperboard sign).

- 3 Number of Signs Required: A minimum of one (1) sign per street frontage is required.
- 4 Time and Duration of Posting: You must post the sign(s) on the subject property by no later than 12:01 a.m., 15 calendar days prior to the Planning Board hearing date. You are responsible to get the sign printed to these specifications in time to post the sign on the property by the first day of the 15-day posting period. The sign must remain posted on the property and maintained in legible condition for the entire 15-day period up to and including the Planning Board hearing date.
- 5 Location of Signs: The signs must be placed along each abutting street and in a manner that makes them clearly visible to neighboring residents and passers-by. At least one sign must be posted on each street frontage. Do not post signs in any public right-of-way.
- 6 Affidavit of Posting: On or before the date that the Planning Board is scheduled to make a recommendation or decision on the application, the applicant must certify in writing that required notice was posted according to these requirements. The applicant must also photograph the sign(s) and attach the photograph to the affidavit. The affidavit of Sign Posting is included in this guide. Please submit all Affidavits of Posting to the CPD Case Manager.
- 7 Failure to Post: Failure to provide the public notice by sign posting required by the city's zoning regulations and these instructions may result in delay of the City's recommendation or decision, or may result in a legal challenge of any issued decision.
- 8 Future Changes to Application - Effect on Posted Notice: Certain changes to the zone map amendment application, including but not limited to changes in the boundaries of the subject properties or the addition of waivers/conditions, may necessitate the posting of new signs. The CPD Case Manager will contact the applicant if such re-posting is required and will provide a new sign template to the applicant.
- 9 Sign Removal: All signs must be removed from the subject property within fifteen (15) days after the Planning Board hearing date. Failure to remove the signs is a violation of the Denver zoning code.

**Sign Posting Affidavit for Planning Board Public Hearing**

(attach photograph[s] of sign[s] - sign lettering must be legible in the photograph)

I, \_\_\_\_\_ (PRINT  
NAME OF APPLICANT/PERSON POSTING SIGN[S]), at-  
test that the attached sign(s) was posted abutting  
\_\_\_\_\_ (NAME OF STREET[S]),  
and was continuously visible from the \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_, to and including the date  
and time of the public hearing. A photograph of the  
posted notice (sign) is attached.

\_\_\_\_\_  
[SIGNATURE]

Case #: \_\_\_\_\_