



## Sign Posting Requirements

The applicant shall post the required public notice sign(s) for all public hearings conducted by the Planning Board, Zoning Hearing Examiner and District Council. All signs shall be posted and displayed for a continuous period of time. The sign(s) shall be durable, conspicuous, and legible for the length of the required posting period. The applicant is responsible for the reasonable maintenance of all signs. If a sign is removed, falls down, or is otherwise not properly located on the site subject to the application, or in the right-of-way, for any portion of the required posting period, the applicant shall repost the sign.

There is a \$30.00 posting fee for each required sign<sup>1</sup> for all applications that require a public hearing by the Planning Board, Zoning Hearing Examiner and District Council, except as provided below:

- a. Where the application involves a public utility right-of-way, the fee shall be \$30.00 each for the first four (4) signs, plus \$5.00 for each sign over four (4).
- b. The Department of Permitting, Inspections, and Enforcement (DPIE) shall not be required to pay a sign posting fee for any application or petition filed.
- c. The applicant shall not be required to pay a sign posting fee for any application for a special exception to establish a place of worship.

The person posting the sign shall file a written affidavit of posting in the record. A close-up, legible photograph of each posted sign and additional long-distance photographs depicting the signs and unique, identifiable features of the land subject to the application shall also be submitted and included in the record for the case. All signs must be posted and photographed thirty (30) days prior to the hearing date.

The applicant shall inspect the sign at least one time, no later than the fifteenth (15th) day of posting, to ensure that the required signs are maintained. The person conducting the inspection shall file in the record a written affidavit of the sign's condition. A combined posting and inspection affidavit shall be filed at least 14 days prior to the hearing. If a new sign is needed, there is no additional fee for a replacement sign. A sign posting and inspection affidavit (attached), along with the sign photograph(s), must be provided for the record.

Any unauthorized person removing, destroying, defacing, obstructing, or otherwise interfering with a posted sign (directly or indirectly) is in violation of this Ordinance and subject to any penalties provided by this Ordinance and State law. Interference with a posted sign shall in no way delay or invalidate the application.

**Note: The affidavit must be received no later than 14 days prior to the Planning Board hearing. Failure to deliver the affidavit will result in rescheduling your hearing date or a recommendation for denial of the application.**

You will not be charged for a replacement sign. The applicant shall remove the signs from the site within 15 days after the public hearing on the application.

<sup>1</sup>If the property has frontage on one or more improved streets, there shall be one sign posted for each 1,000 feet (or portion) of frontage on each street. The signs shall be posted on the property near the street right-of-way, so as to be visible from the improved portion of the street. When more than one sign is required to be posted along a street, the signs shall, where practical, be evenly spaced along the street. If the property does not have frontage on an improved public street, then one sign shall be placed on the property. Another sign shall be placed near to, and visible from, the improved portion of the nearest, most traveled street.