



PUBLIC NOTICE SIGN POSTING REQUIREMENTS

APPLICATIONS FOR NEW SITE DEVELOPMENT PLANS, REZONING, CONDITIONAL USE APPROVAL, USE APPROVAL FOR A RESTAURANT BAR, OR HOTEL OR MOTEL BAR, UNLISTED USE AND VARIANCES REQUIRE THE POSTING OF NOTICE BY THE OWNER/APPLICANT NOTIFYING THE PUBLIC OF THE TIME, DATE, AND PLACE OF THE PUBLIC HEARING AND/OR THE NATURE OF THE REQUEST.

Posting Instructions:

- **The sign(s) shall be posted at least ten (10) days prior to public hearings before the Board of Adjustment, Planning and Zoning Board and City Commission and within two (2) business days of a DRC application submission. They shall be located twenty (20) feet from the edge of the street pavement and be visible from adjacent streets.**
- **For properties with frontage on more than one street, one sign shall be placed on each street front.**
- **The sign(s) shall remain on the subject property until final disposition of the application by the Board of Adjustment (removed within 3 days following the hearing), Planning and Zoning Board (removed within 4 days following the hearing) and City Commission (removed within 5 days following the hearing), within four (4) days of the final disposition of the application by the Development Review Committee.**
- **Place the sign(s) on the property in the most visible location available in such a manner that landscaping or other obstructions do not impair the visibility of the sign(s) from the street(s). Signs shall not be attached to lightpoles, fences or trees and shall be installed independently of other structures except for attachments to buildings, solid wood fences or masonry walls.**
- **Minimum installation height shall be four (4) feet from the height of the adjacent sidewalk to the bottom of the sign, or if no sidewalks exists, from the crown of the adjacent roadway.**

During the process the applicant shall:

- 1) Provide a notarized affidavit (form 1) that indicates that the owner/applicant has placed the sign(s) on the property at least 10 days before each scheduled public hearing. It shall state the location on the property where the signs(s) were posted and the time and date when the signs(s) were posted;**
- 2) Provide a notarized affidavit (form 2) immediately prior to each required public hearing that indicates the sign(s) are still on the property and that it does appear that they have not been disturbed since the time they were posted (failure to submit the affidavit shall prohibit consideration of the application by City); and**
- 3) Subsequent to the final public hearing, the applicant or property owner shall return the sign(s) to the Planning & Zoning Division and shall receive the deposit of \$50.00 (failure to return the sign(s) within the five working days of the final public hearing shall cause the applicant or property owner to forfeit the deposit).**

Planning & Zoning Division: 954-630-4339

Facsimile: 954-229-0568

AFFIDAVIT

I, _____, do swear and affirm:

1. That I have posted a Notice of Public Hearing on the property on _____, 200 , for a hearing to be held before the City of Oakland Park's City Commission, Planning & Zoning Board, Board of Adjustment (circle one) on _____, 200 .

2. That the Notice was placed at the location set forth below:

3. That the location where the Notice was placed allowed the Notice to be readable from the adjoining roadway.

4. Further affiant sayeth not.

SEAL

Affiant Signature

Sworn to and subscribed before me this ____ day of _____, 200 .

My commission expires: _____

Notary Public

AFFIDAVIT

I, _____, do swear and affirm:

1. That I have posted a Notice of Public Hearing on the property on _____, 200 , for a hearing to be held before the City of Oakland Park's City Commission, Planning & Zoning Board, Board of Adjustment (circle one) on _____, 200
2. That the Notice was placed at the location set forth below:

3. That the location where the Notice was placed allowed the Notice to be readable from the adjoining roadway.
4. That I have revisited the property on _____, 200 , and the Notice was still there and in readable condition.
5. Further affiant sayeth not.

SEAL

Affiant Signature

Sworn to and subscribed before me this _____ day of _____, 200 .

My commission expires: _____

Notary Public