

Public Notice Boards are required for certain land use permits to inform the public of potential land development, permits or actions being considered by the City, and to facilitate public participation in the review process.

Applicants are responsible for posting the boards and shall adhere to the following specifications:

BOARD INSTALLATION SPECIFICATIONS:

1. Size and Appearance of Boards:

4 feet horizontal x 3 feet vertical board

Public notice boards shall be printed using the city template. Hand-drawn text is unacceptable. Boards meeting all the established criteria may be obtained from any professional board company. Below are some local companies that provide this service:

Evergreen Sign Company
EvergreenSign.com
1513 Central Ave. S
Kent, WA 98032
253-852-1354

Fast Signs-Kent
FastSigns.com
7825 S 180th St
Kent, WA 98032
206-575-2110

Signs by Tomorrow-Kent
SignsbyTomorrow.com
22005 68th Ave. S
Kent, WA 98032
253-872-7844

2. Content of Board:

4' x 3' boards shall include all of the following information (see "Illustration 1" for correct format):

- Color City of Kent logo and Build Kent logo
- The title "PUBLIC NOTICE"
- Name of the proposed project
- The type of land use or development
- Project Description, 1 sentence max
- Site Address, or location if no address (e.g. NW corner of 4th Ave & Willis)
- Parcel number
- Type of action proposed (i.e. short plat, conditional use, etc.)
- Permit number

3. Number, Placement, and Time of Display:

A minimum of one (1) board is required at each project site. Additional boards may be required by the city for larger sites or for properties with several street frontages. The board shall be placed on the edge of the property in a location that is plainly visible from the street and does not block drivers' view of the street and sidewalk. The board(s) must be accessible by staff and placed with the bottom no higher than 36" inches above the ground.

4. Responsibility for Installation, Maintenance and Removal:

The applicant is solely responsible for the creation, printing, installation, maintenance, removal, and any costs associated with the board(s).

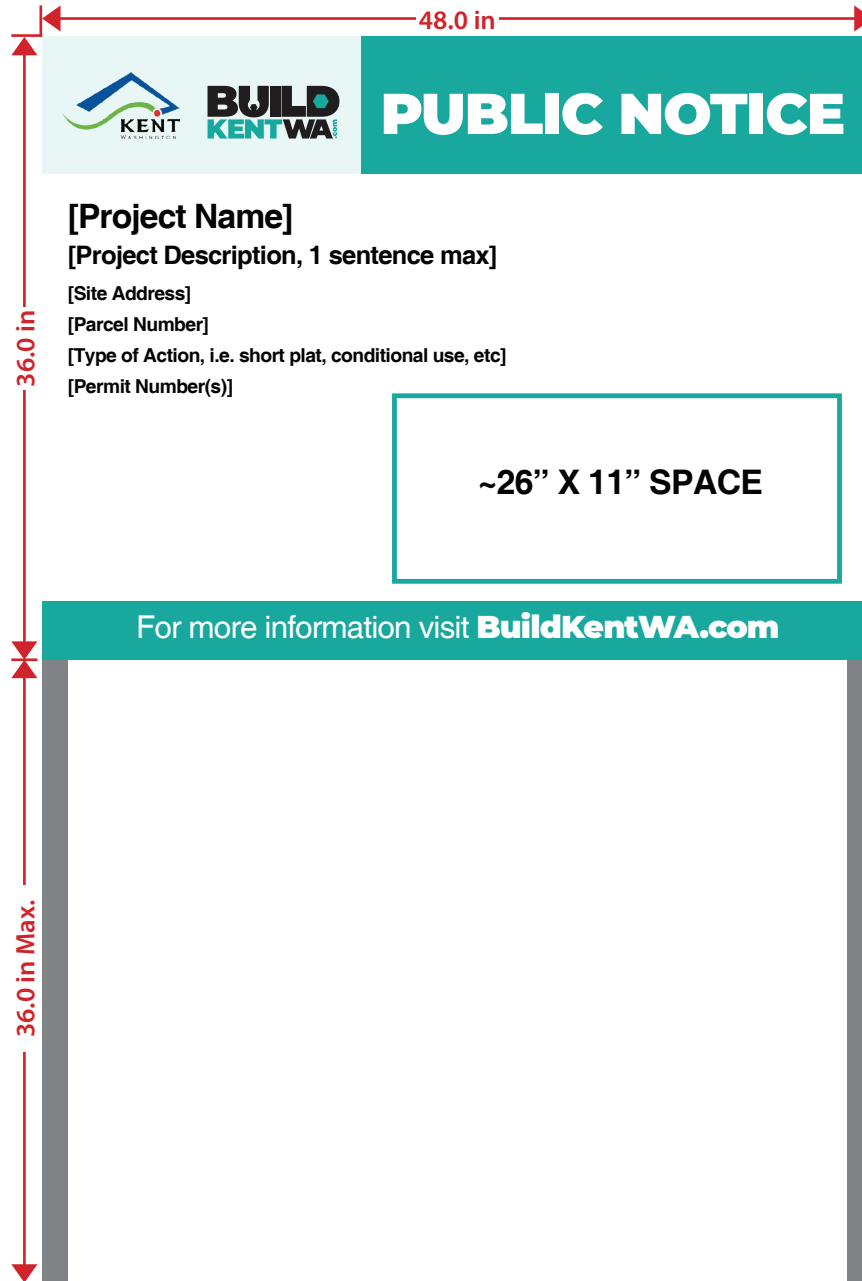
The applicant shall provide Planning Services with a signed "Affidavit of Installation of Public Information Sign(s)" and a photograph of the posted board that provides context for its location no later than one business day following posting. The applicant is required to maintain the board in good condition until the project appeal period and any related hearings have ended, after which the applicant must remove the board within seven days.

If the board is removed early, the applicant is responsible for immediate replacement of the board.

5. Responsibility for Installation of Notices of Environmental Determination and Public Hearings:

Once the board has been installed per the required specifications, Kent Planning Services will post necessary supplemental public notices.

Illustration 1



Board is 3' X 4' Corrugated Plastic

Board shall be mounted on posts or affixed to property fence if visible, accessible, and secure.

Posts shall be wood or metal, securely affixed to the sign, and installed sturdily to hold sign in place despite weather or tampering.

Lettering Guidelines:

Use Helvetica font
Use black text on white background

Use color logos
Title is all caps (approx 2"-3" tall)
All other text min of 1" tall