IF YOU ARE REQUIRED TO HAVE A POSTING SIGN, YOUR CASE MANAGER WILL NOTIFY YOU VIA EMAIL OR TELEPHONE SUBSEQUENT TO THE SUBMITTAL OF YOUR APPLICATION.

Per the city's code, posted notice shall meet the following standards:

(1) The notice shall be on a sign provided by the City and posted by the applicant.

(2) The notice shall indicate the type of review requested and where interested persons may obtain more detailed information about the request.

(3) All such notice shall be posted no later than ten days after the date the application is filed to ensure that notice is posted early in the review process. Properties shall remain posted until any final action or public hearing.

(4) The signs shall be placed along each abutting street, perpendicular to the direction of travel, in a manner that makes them clearly visible to neighboring residents and passers-by. At least one sign shall be posted on each street frontage.

(5) The signs shall remain in place during the period leading up to a decision by the approving authority, but not less than ten days.

(6) On or before the date that the approving authority is scheduled to make a decision on the application, the city manager will require the applicant to certify in writing that required notice will be posted according to the requirements of this section.

Posting signs available for pickup in the main entrance vestibule of the city's Planning & Development Services Hub located **at 1101 Arapahoe Ave.** between **10:00 AM and 4:00 PM Tu-F** (*closed Mondays*).

Signs must include the following information in the specified order (see examples below). The required information must be **printed legibly in capital letters using permanent ink (see examples below).** Once posted, staff recommends taking a date stamped photo of the signs for your records.

- **Top Line:** Property Address (Ex. 1739 Broadway)
- Second Line: Application Number(s) (Ex. LUR2020-00342)
- Third/ Fourth Line: Application Type(s) (Ex. Accessory Dwelling Unit Application, Site Review)



