

## Applicant Posting Requirements

In an effort to inform the public about upcoming proposed developments and their opportunities to comment, the county has established a number of public notice methods. Notice of development applications and public hearings are:

- Placed in the newspaper
- Mailed to property owners within 300 feet of the site in the urban area and within 500 feet in the rural area
- Mailed to neighborhood associations
- Posted on signs located on or near the development site
- Posted on the county website

In additions to the above public notice methods, the county requires **applicants** to post a 4' x 8' public notice sign on the development site, except for plat alteration applications that have been elevated to Type III applications and shorelines permits.

### What are the applicant's sign posting requirements?

At least 30 calendar days prior to the public hearing, the **applicant** must post a public notice sign at the midpoint along the site street frontage at a location five feet inside the property line, or as otherwise directed by the responsible official to maximize visibility to the public.

### The sign must include the following information:

- The project name, a brief description (i.e. 100 single family lots; 50,000 square feet of retail commercial space; etc.) case number, public hearing date, time and location.

- The telephone number and internet address through which interested parties may contact the County for additional information.
- The preliminary land subdivision, site plan or other plot plan view depicting the applicable development permit request.
- The name of the applicant's contact and his or her telephone number, should interested parties wish to contact the applicant directly.

### The sign board must be constructed as follows:

- With 4' x 8' material and secured with at least two 4" x 4" posts.
- The sign shall be made of materials that will endure inclement weather conditions typical of Clark County, such as rain and wind.
- The board must be affixed to the posts with at least two 5-inch long 3/8-inch diameter bolts, washers and nuts per post.
- Bracing shall be provided in order for the sign board to withstand high wind conditions that may occur.
- Posts shall be dug 24-36 inches into the ground for stability.
- The top of the sign board shall be designed to be between 7 and 8 feet above grade.

### Other requirements:

- The applicant shall maintain the sign board in good condition throughout the application review period, which shall extend through the time of the final county decision on the proposal

Revised 9/1/11



Community Development  
1300 Franklin Street, Vancouver, Washington  
Phone: (360) 397-2375 Fax: (360) 397-2011  
[www.clark.wa.gov/development](http://www.clark.wa.gov/development)



For an alternate format, contact the Clark County ADA Compliance Office.  
Phone: (360)397-2322  
Relay: 711 or (800) 833-6384  
E-mail: [ADA@clark.wa.gov](mailto:ADA@clark.wa.gov)

including the expiration of the applicable appeal period of the hearing examiner’s decision and Board of County Commissioner action on the appeal, if submitted.

- If the sign board is removed, county review of the land use application may be discontinued until the board is replaced and has remained in place for the required period of time.
- The applicant shall remove the sign board within fourteen calendar days after final county decision on the application, including expiration of applicable appeal periods.

**How does the applicant certify they actually posted a sign that meets all the requirements?**

The applicant must execute an affidavit (see attached affidavit form) certifying that the sign meets all requirements, noting where and when the sign board was posted. The signed affidavit must be submitted to the responsible official for inclusion in the project file prior to the public hearing.

**How does the applicant explain the design requirement to a sign company?**

The following development sign specifications may be forwarded to the sign company to ensure design compliance. These specifications are also posted on the county website page at: [www.clark.wa.gov/development](http://www.clark.wa.gov/development).

**Proposed development Sign Specifications:**

**Size:** 96 inches wide by 48 inches tall.

**Base material:** Weather-proof material.

**Colors:** Black, white, pale gray (near to pantone cool grey 2 U), and dark gray (near to pantone cool grey 9U). The dark gray should be dark enough that the lettering is readable against the pale grey background,

but not so dark that it might as well be black. The black lettering that needs to be added next to the dark grey should stand out.

**Description:** The base sign included standard lettering and logo that does not change. There are background areas of black, white, and pale grey blocks. The applicant will supply information for the individual lettering in the approved areas of the sign.

**Example:**



**Note:** The county phone number extension must be replaced with the Case Planner’s extension number.

**Supplied artwork:** The county website contains files that show what the final sign should look like as well as actual-size artwork. See [www.clark.wa.gov/development](http://www.clark.wa.gov/development).

**SampleSign.pdf** shows how the sign would look with sample individual lettering.

**BaseSign.pdf** shows the base sign with the standard lettering and logo only. This information does not change.

The **Artwork** folder contains actual final-size artwork in PDF and EPS formats. There is artwork for just the base area of the sign, also the base plus the standard lettering to show how they are positioned and their color. The lettering has been changed to outline so there will be no font conflicts. The county logo should not have a white background, rather the same pale grey of

the background square. The logo itself is to be black.

If needed, there are also individual lettering EPS files (as well as the county logo), grouped on their final color, they are also converted to outline. The artwork is in black so they can be easily seen on screen, but they need to be the correct colors when placed on the base sign.

**Individual contractor lettering:** The font used should be Adobe Gill Sans Bold, all in black. Please refer to the SampleSign.pdf for a visual. Following are the specification for the size and style:

- Development title (“SHOPPING HEAVEN” example) all uppercase, 1 7/8 inches cap. height.
- Development description (“50,000 Sq. Ft. commercial space” example) upper and lower case, 3 3/4 inches cap. height. It must be a very short description, no more that two lines.
- Public hearing date (“2/18.2007” example) numerals, 1 3/8 inches cap. height.
- Case number (“ABC1234-56789” example) at 1 1/8 inches cap. height.
- Developer name and contact number (“ANY CONTRACTOR, (360) 123-4567” example) uppercase and numerals, 1 inch cap. height.

**Affidavit of Posting Land Use Sign**

Project Name: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Applicant: \_\_\_\_\_

I, \_\_\_\_\_, do hereby certify that on \_\_\_\_\_, 20\_\_\_\_, a land use public notice sign was posted at \_\_\_\_\_, and further certify that the sign met the following requirements.

The sign included the following information:

- The project name, a brief description (i.e. 100 single family lots; 50,000 square feet of retail commercial space; etc.) case number, public hearing date, time and location.
- The telephone number and internet address through which interested parties may contact the County for additional information.
- The preliminary land subdivision, site plan or other plot plan view depicting the applicable development permit request.
- The name of the applicant’s contact and his or her telephone number, should interested parties wish to contact the applicant directly.

The sign board was constructed as follows:

- With 4 foot by 8 foot plywood and secured with at least two 4 inch by 4 inch posts.
- The sign is laminated or made of materials that will endure inclement weather conditions typical of Clark County.
- The board is affixed to the posts with at least two 5-inch long 3/8-inch diameter bolts, washers and nuts per post.
- Bracing is provided in order for the sign board to withstand high wind conditions that may occur.
- Posts are dug 24-36 inches into the ground for stability.

- The top of the sign board is designed to be between 7 and 8 feet above grade.

The sign board met the following design specifications:

- Size: 96 inches wide by 48 inches tall.
- Base material: Weather-proof material.
- Colors: Black, white, pale gray (near to pantone cool grey 2 U), and dark gray (near to pantone cool grey 9U). The dark grey should be dark enough that the lettering is readable against the pale grey background, but not so dark that it might as well be black. The black lettering that needs to be added next to the dark grey should stand out.
- Description: The base sign included standard lettering and logo that does not change. There are background areas of black, white, and pale grey blocks. The applicant will supply information for the individual lettering in the approved areas of the sign.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

The signed affidavit must be submitted to the responsible official for inclusion in the project file prior to the public hearing.

Submit this affidavit to:

Community Development  
Development Services  
PO Box 9810  
Vancouver WA 98666-9810