

SIGN POSTING FOR PUBLIC HEARINGS

Public notice signs must be posted at least fifteen days prior to the public hearing.

You must obtain sign(s) required to be posted from the Office of Planning. At least one sign is required for all properties. Additional signs are required for property that abuts more than one public street and property with more than 200 feet of road frontage. Applications for a use in a shopping center unit must post one sign at the store front and at least one sign as otherwise required. Properties without public street frontage are required to post at least one sign on the property and at least one sign along a nearby street.

Signs shall be posted to insure greatest public visibility in accordance with the following:

- Signs shall be posted adjacent to the street right-of-way abutting the site, no more than ten feet from the edge of the right-of-way.
- Properties for which only one sign is required should be posted near the middle of the site's frontage, unless due to topography, woods, buildings, or other obstructions, a location to one side of the frontage would facilitate better visibility.
- Properties with more than one street frontage shall be posted with at least one sign along each street.
- Properties with more than 200 feet of street frontage shall be posted with one sign for each 200 feet of frontage.
- If the application is a use in a shopping center unit, an additional sign shall be posted at the store front. This sign may be placed in a window or door.
- If a property has no road frontage, the number and location of signs to be posted will be determined by the Office of Planning. At least one sign will be required to be posted on the actual property, and at least one sign will be required to be posted along a nearby street, with a note giving distance and direction to the property.

After posting the property, the applicant must return the affidavit for sign posting to the Office of Planning within three days of the date of posting. Failure to notify the Office of Planning within three days shall result in the case being removed from public hearing.

All signs posted must be maintained in good condition by the applicant until the public hearing. If a sign is damaged or destroyed, a replacement sign must be secured from the Office of Planning and posted as soon as practical.

The applicant is encouraged to photograph the sign(s) after posting, and submit a copy of the photograph(s) with the sign posting affidavit.

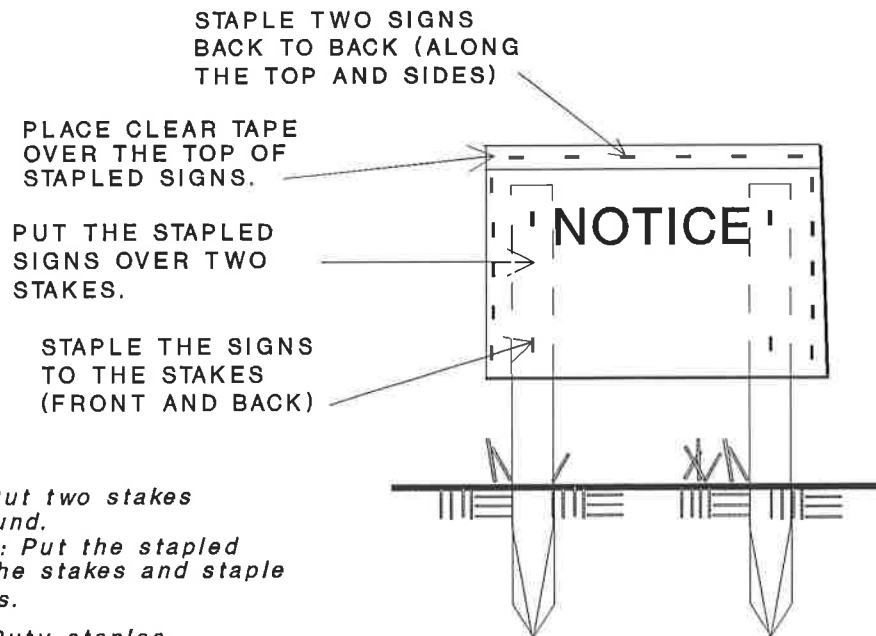
The signs supplied are heavy weight paper, but are not as thick as cardboard. Care must be taken in posting so that the signs will last until the hearing. Below is a suggested method for posting. Other methods may be used, but the applicant is responsible for insuring that the signs remain posted and legible until the public hearing.

If a property is not posted at least fifteen days prior to the hearing, if it is improperly posted, if damaged or destroyed signs are not replaced, if a sign posting affidavit is not filed with the Office of Planning within three days of posting, or if other inconsistencies with Section 700.60(3) of the Zoning Ordinance occur, the public hearing may be deferred for reasons of improper public notice. If deferred, the property will have to be reposted in accordance with these instructions. The applicant should also note that improper public notice may be grounds for invalidating an approved application after approval has been granted.

Signs must be removed ten days after the public hearing.

Reminder: The property must be posted at least **twice**: once before the Planning Commission's public hearing, and once before the Board of County Supervisors' public hearing.

Sign dimensions are approximately twenty-two (22) inches by twenty-eight (28) inches and must be posted between three (3) feet and six (6) feet in height.



NOTES:

*First step: Put two stakes into the ground.
Second step: Put the stapled signs over the stakes and staple to the stakes.*

- Use Heavy Duty staples.
- Use 2" wide Clear Packing tape.
- Use two wood stakes, (1"x2"x36") minimum size.

FRONT VIEW

SIGN POSTING AFFIDAVIT (For Planning Commission public hearing)

COMMONWEALTH OF VIRGINIA
COUNTY OF PRINCE WILLIAM

This ____ day of _____, _____, I, _____
hereby make oath that on the ____ day of _____,
_____ public sign(s), as supplied by the Director of Planning, were posted on the
property that is the subject of this application, in accordance with Section 700.60(4) of
the Prince William County Zoning Ordinance, and have been maintained in good
condition on said property until this date, and will continue to be maintained in good
condition on said property until after the public hearing on this application.
Said signs advise of the location of a public hearing on a request for a rezoning/special
use permit (circle one) under the name of _____,
case number _____, to be held on ____ day of
_____ at 7:00 p.m. before Prince William County. Said sign(s) shall
be removed within ten (10) days of final action of the Planning Commission or the
Board of County Supervisors, in accordance with Section 32-700.60(4)(d).

O Planning Commission

Affiant

COMMONWEALTH OF VIRGINIA:

County of Prince William

Subscribed and sworn to before me this ____ day of _____,
_____ in my County and State aforesaid, by the aforementioned Principal.

Notary Public

My Commission expires _____, 20_____.

SIGN POSTING AFFIDAVIT (For Board of County Supervisors' public hearing)

COMMONWEALTH OF VIRGINIA

COUNTY OF PRINCE WILLIAM

This ____ day of _____, _____, I, _____
hereby make oath that on the ____ day of _____,
_____ public sign(s), as supplied by the Director of Planning, were posted on the
property that is the subject of this application, in accordance with Section 700.60(4) of
the Prince William County Zoning Ordinance, and have been maintained in good
condition on said property until this date, and will continue to be maintained in good
condition on said property until after the public hearing on this application.
Said signs advise of the location of a public hearing on a request for a rezoning/special
use permit (circle one) under the name of _____,
case number _____, to be held on ____ day of
_____ at 7:30 p.m. before Prince William County. Said sign(s) shall
be removed within ten (10) days of final action of the Planning Commission or the
Board of County Supervisors, in accordance with Section 32-700.60(4)(d).

O Board of County Supervisors

Affiant

COMMONWEALTH OF VIRGINIA:

County of Prince William

Subscribed and sworn to before me this ____ day of _____,
_____ in my County and State aforesaid, by the aforementioned Principal.

Notary Public

My Commission expires _____, 20_____.



COUNTY OF PRINCE WILLIAM

5 County Complex Court, Prince William, Virginia 22192-9201
(703) 792-7615 FAX (703) 792-4401

www.pwcgov.org

PLANNING
OFFICE

Christopher M. Price, AICP
Director of Planning

December 13, 2013

TO: Rezoning and Special Use Permit Applicants

FROM: Ray Utz
Planning Division Chief

RE: APPLICANT'S USE OF PLANS, RENDERINGS AND EXHIBITS
AT PLANNING COMMISSION AND BOARD OF COUNTY
SUPERVISORS' PUBLIC HEARINGS

In accordance with Board Rule of Procedure G.6., provides, in pertinent part as follows:

Plans, renderings, and exhibits shall be permitted to be used in the course of hearings on applications for rezoning and special use permits only when the applicant shall first have provided the Board with instruments executed in such form as to assure development and construction in conformity with any such plan, rendering, or other such graphic exhibit in the event the requested zoning action is taken. Such instruments shall be held in escrow by the County Attorney pending Board action, and shall be returned to the applicant in the event such action is other than that requested, unless the applicant shall have consented on the record to some other disposition of them.