



POSTED NOTICE OF PUBLIC HEARING INSTRUCTIONS

15151 E. Alameda Parkway, Ste 2300 • Aurora, CO 80012 • 303-739-7250

The Aurora Municipal Code **Section 146-204(D)3** requires that development applications and cases requiring a public hearing be posted for at least 10 calendar days prior to the public hearing before the Planning & Zoning Commission or City Council. Applicants are responsible for the posting and maintaining of signs on the property throughout the minimum 10-day period prior to each public hearing. Signs lost or damaged shall be replaced immediately. The applicant is also responsible for changing the date and time on the sign(s) for each public hearing or in the event that the public hearing date has changed. Public hearing signs are available for pick up in the Planning & Development Services Department. Please contact the Planning Case Manager to schedule a time to pick up public hearing signs. There will be a charge of \$10 per sign.

Note: The Planning & Development Services Department recommends that applicants take pictures of the posted signs to verify posting of the property. Applicants are also advised to retain a copy of the pictures in their files and keep on file and bring a copy of the pictures to all public hearings.

Sign Installation Instructions

Number:

- At least one sign shall be posted on the premises.
- Additional signs may be required by the Planning Case Manager when the size and location of the subject property warrants more than one sign for effective notice.

Location:

- The sign(s) shall be conspicuously located at a point clearly visible from the public right-of-way. Staff may indicate a specific location for the sign(s).
- The face of the sign(s) shall be parallel to the street right-of-way.

Installation:

- A heavy stake with two crossbars or a full plywood backing is recommended to keep the sign securely in place, especially during high winds.
- Large-headed nails or staples are recommended for attaching the signs to a post or backing.

Removal of Signs:

- The applicant is responsible for removing the signs within five calendar days following the public hearing(s).

Note: This form is also available online: <https://www.auroragov.org/CityHall/FormsAndApplications/Development/index.htm>