Bartlesville City Planning Commission
SITE POSTING REQUIREMENTS

For all Planned Unit Development (PUD) and Rezoning Cases and Sketch Plan Proposals

To provide adequate notice to the community, you are required to post your site at least 20 days prior to the first public hearing date and to maintain the posting until the City Council or County Commission decision on the request. If you are requesting a rezoning of property, the site sign must specifically state the present zoning classification and the proposed zoning classification of the property within the sign subject identified as "REQUEST."

SITE POSTING SPECIFICATIONS

1. Sign shall be a minimum of 4' x 8' in size and painted yellow in color.
2. Sign shall be made of laminated plywood or heavyweight plastic.
3. Sign shall provide black vinyl lettering sized and lettered as per the attached diagram. Where not indicated on the attached diagram, lettering shall be no less than 1" in height.
4. Sign shall be attached with a minimum of 6 screws to 2 - 4" x 4" x 10' wood poles.
5. Sign may be created and posted by applicant or by a licensed sign contractor.
6. Sign shall be posted at least 20 days prior to the date of the first public hearing. Sign shall remain posted on the site until after the final hearing. Sign shall be removed from the site following final action on the request.
7. Within twenty (20) days prior to the date of the first hearing of the request by the MAPC, the applicant shall send to the Community Development Director a notarized affidavit of posting (attached) along with a photo of the sign posted on the site.
8. Applicant is responsible for the maintenance and care of the site sign during the term of the case.

SITE POSTING SPECIFICATIONS

PUBLIC NOTICE ---------- 1" letters

CITY OF BARTLESVILLE
PUBLIC HEARINGS ---------- 4" letters

City Planning Commission: 5:30 p.m., DATE ---------- --- 2" letters
City Center, 401 S. Johnstone, Bartlesville, OK ---------- --- 1" letters

City Council: 7:00 p.m., DATE ---------- 2" letters
City Center, 401 S. Johnstone, Bartlesville, OK ---------- 1" letters

REQUEST: ---------- 2" letters

Remaining in 2″ letters

LOCATION:

CASE NO.

APPLICANT:

PHONE NO.

Case file available at the Department of Community Development (338-4237)

Posting Date:

Must specifically state the action requested; if zoning will change, must identify existing zoning classification and the proposed zoning classification (see note below)

NOTE:

Under the REQUEST category: Information provided on sign should be similar to the following examples.
NOTE: If more than one request is being made, include all such requests under this category.

- Rezoning from RS-10, Single-Family Residential to C-3, Commercial
- Rezoning from RS-10, Single-Family Residential to RM-3, Multi-Family Residential
- PUD Site Development Plan Approval
- Amendment to Existing PUD and its Restrictions
- Sketch Plan Approval for Single-Family Residential Subdivision
- Sketch Plan Approval for Commercial Subdivision
- Abandonment of Existing PUD

AFFIDAVIT OF POSTING

Case No. _____

Location _____

Site Posting Date: _____

Applicant Name _____

In order to provide adequate notice to interested parties, the APPLICANT for any Planned Unit Development or Rezoning hearings or sketch plan proposals within the City of Bartlesville shall erect, not less than twenty (20) calendar days prior to the date of public hearing, notice of the date, time and place of each public hearing and a summary of the request. Such notice shall be clearly legible and wherever possible, placed adjacent to the right-of-way of a public street or road. IT SHALL BE THE RESPONSIBILITY OF THE APPLICANT TO ERECT AND TO MAINTAIN THE NOTICE ON THE SUBJECT PROPERTY until final disposition of the case. The number and location of notices shall be determined by the Director of Community Development.

I confirm that the site has been posted as indicated by the Director of Community Development for the case as listed above. **A photograph(s) of the sign(s) posted on the site have been submitted.**

_____ _____

Applicant Signature Date

This instrument was acknowledged before me this _____ day of _____, 20___, by _____. In witness whereof, I have hereunto set my hand and official seal.

_____

Notary Public

My commission expires _____

Return completed, notarized affidavit AND pictures to the Community Development Department
<u>AT LEAST 20 DAYS PRIOR TO PLANNING COMMISSION HEARING.</u>