

Bartlesville City Planning Commission

SITE POSTING REQUIREMENTS

For all Sketch Plan Proposals and Plats

To provide adequate notice to the community, you are required to post your site at least 7 days prior to the first public hearing date and to maintain the posting until the decision on the 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 7 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. At least seven (7) days prior to the date of the first hearing of the request by the Planning Commission, 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 -----

CITY OF BARTLESVILLE
PUBLIC HEARINGS -----

City Planning Commission: 5:30 p.m., DATE -----
City Hall, 401 S. Johnstone, Bartlesville, OK -----

REQUEST: -----

LOCATION:

CASE NO.

APPLICANT:

PHONE NO.

Case file available at the Department of Community Development (338-4238)

Posting Date:

1" letters

4" letters

2" letters

1" letters

2" letters

Remaining in 2" letters

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.

- Sketch Plan Approval for Residential Subdivision
- Sketch Plan Approval for Commercial Subdivision
- Preliminary Plat Approval for Residential Subdivision
- Preliminary Plat Approval for Commercial Subdivision

AFFIDAVIT OF POSTING

Case No. _____

Location _____

Site Posting Date: _____

Applicant Name _____

In order to provide adequate notice to interested parties, the APPLICANT for any Sketch Plan Proposals or Preliminary Plat, within the City of Bartlesville shall erect, not less than seven (7) 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
AT LEAST 7 DAYS PRIOR TO PLANNING COMMISSION HEARING.**