



# DAYTON LAND USE AND DEVELOPMENT APPLICATION STANDARD NOTICE BOARD SPECIFICATIONS

Per DMC 10-03.010, a notice board must be prepared and posted for your land use application. This notice board may also be used for posting the SEPA determination, if applicable. There may be additional requirements based on the site conditions, or type or location of project. Please prepare and post in the following manner:

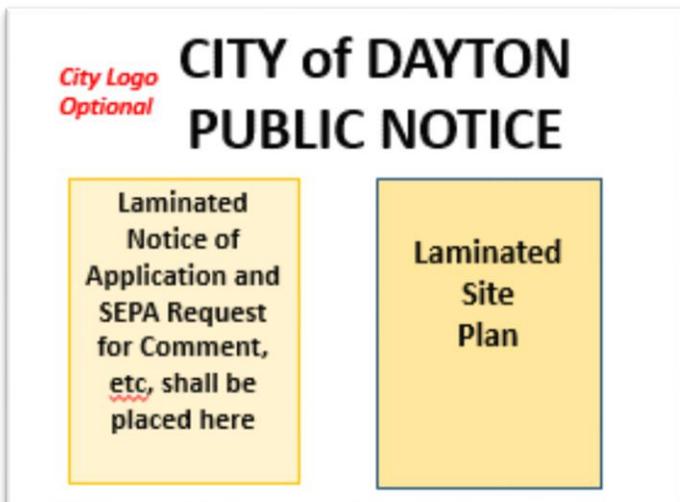
## NOTICE BOARD SIZE AND TEXT SPECIFICATIONS

The notice board must be constructed to the specifications described and **display the information in the form at shown in the figure below.**

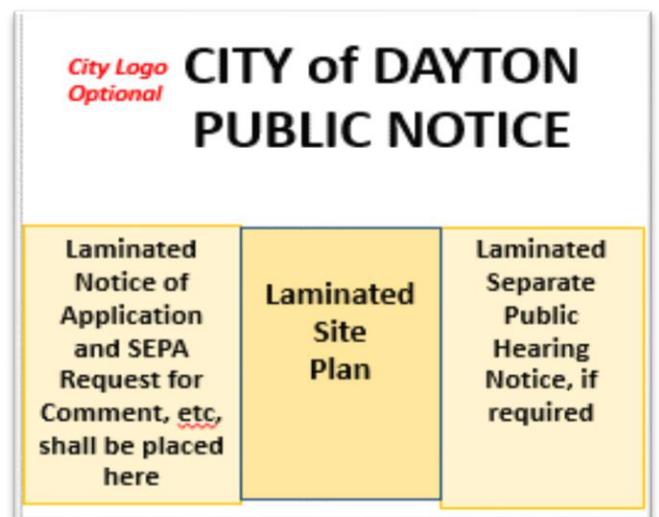
**Board Construction:** The board shall be constructed with a minimum **18" x 24"** plywood, plastic or similar hard backed material with a flat surface. Professionally prepared plastic board overlays or laminations, affixed to the board are permissible. Notice boards may be reused, but they must be clean and show no evidence of former project wording. Hand lettered Notice Boards are not acceptable.

1. Lettering style: Helvetica or similar standard type face.
2. Lettering size: The Title (**CITY of DAYTON PUBLIC NOTICE**) must be a minimum of 1.5" high capital letters, except for "of" and City Logo (if used). Required laminated notices at the bottom of the board provide the details of the proposal. See illustration below for use of letters, placement of graphic information and laminated paper.
3. Lettering: Black (permanent ink, silk-screen, or applied)
4. Background Color: White
5. Logo: Dayton Logo (*optional - contact City for logo*)
6. Laminated Notice, Site Plan & Public Hearing:  
Supplied by the City & affixed with clear mailing package tape to lower area of the notice board.

**Standard Layout**



**Alternative Layout  
(If separate Hearing Notice)**



## SPECIFICATIONS FOR LOCATING AND INSTALLING NOTICE BOARD

The notice board(s) shall be located and installed to the specifications described below.

### **Number of Notice Boards required for this application:**

#### **Notice Board #1**

#### **Notice Board #2**

Notice board(s) must be located:

- Midpoint on the site street frontage or as otherwise directed by the city to maximize visibility.
- At a location no more than 5 feet from the street property line; or attached to an existing building or fence, if there is a fence or building that is at or within 5' of the property line.
- With the top of the notice board between 3.5 to 5 feet above grade of the adjacent street elevation.
- Completely visible to pedestrians on a public street, sidewalk or path.
- Contact the Dayton Planning Department for approval of an alternative location, if needed.

The applicant shall erect the notice board by solidly into the ground; or structurally attaching it to an existing building or fence.

#### **Installation Certification**

The notice board(s) must be installed by \_\_\_\_\_ (date) in order for the review process to continue as scheduled. The enclosed "Affidavit of Posting" must be signed and returned to the Planning Department within 5 days after posting.

## MAINTENANCE AND REMOVAL OF THE NOTICE BOARD

The applicant shall maintain the notice board(s) in good condition throughout the application review period, which shall extend through the time of the final decision on the proposal and the expiration of any applicable appeal periods.

If the notice board(s) is removed, review of the land use application may be discontinued until the notice board is replaced and has remained in place for the required period of time.

The notice board must be removed within 15 days after the end of the designated period.

## QUESTIONS REGARDING NOTICE BOARDS

Please contact:

### **DAYTON PLANNING DEPARTMENT**

111 S. 1<sup>st</sup> Street, Dayton, WA 99328

**PH: 509.540.6747**

Alt# 509.382.2361

Fax 509.382.2539

Email [Kscharer@daytonwa.com](mailto:Kscharer@daytonwa.com)



# DAYTON DECLARATION OF POSTING

FOR USE WITH 18" BY 24" NOTICE BOARD SIGN

APPLICATION #: SHR14-001

PROJECT LOCATION: 1020 S 3<sup>rd</sup> St

NAME OF APPLICANT: \_\_\_\_\_

I \_\_\_\_\_, applicant/applicant's agent for the above referenced project number, being duly sworn on oath, deposes and says: That on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. I posted Notice Board(s), prominently displayed, at the site for the application(s).

The location(s) of the notice board(s) meet the requirements of Dayton posting instructions and are located as follows:

Notice Board 1.  Midpoint on the site street frontage of \_\_\_\_\_ and within 5 feet of the street frontage property line.

OR  \_\_\_\_\_

If Required,

Notice Board 2.  Midpoint on the site street frontage of \_\_\_\_\_ and within 5 feet of the street frontage property line.

OR  \_\_\_\_\_.

Notice Board 3. \_\_\_\_\_.

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:**

This original declaration must be returned to the Dayton Planning Department, within 5 days of the Notice Board posting.

**DAYTON PLANNING DEPARTMENT**

**111 S. 1<sup>st</sup> Street  
Dayton, WA 99328  
PH: 509.540.6747**