



# Site Posting Requirements

## For Planning Commission and City Council (Red Sign)

### SITE POSTING SPECIFICATIONS

#### Lettering Size

The diagram shows a sign layout with the following elements and specifications:

- City of Scottsdale PUBLIC NOTICE**: 1" Bold Letters
- scan, snap, save**: 1" Bold Letters
- QR Code**: 5"x5" QR Code
- ZONING/PUBLIC HEARING**: 4" Bold Letters
- CITY HALL: 3939 North Drinkwater Boulevard**: 4" Bold Letters
- PLANNING COMMISSION: 5:00 P.M., (DATE)**: 2.5" Bold Letters
- CITY COUNCIL: 5:00 P.M., (DATE)**: 2.5" Bold Letters
- REQUEST:**: 2.5" Bold Letters
- CASE NUMBER:**: 2.5" Bold Letters
- Project Location:**: 3/4" Bold Letters
- Applicant Contact:** (name), (phone number), (email): 3/4" Bold Letters
- City Contact:** (name), (phone number), (email): 3/4" Bold Letters
- Case File Available at City of Scottsdale, 480-312-7767**: 3/4" Bold Letters
- Project information may be researched at: <https://eservices.scottsdaleaz.gov/bldgresources/Cases>**: 3/4" Bold Letters
- Penalty for removing or defacing sign prior to date of last hearing. Applicant responsible for sign removal.**: 3/4" Bold Letters
- Posting Date: (DATE)**: 3/4" Bold Letters

### SITE POSTING INSTRUCTIONS

1. Post the sign on site approximately 20 days prior, but not less than 15 days prior to the Planning Commission Hearing date.
2. The sign shall be updated with the City Council hearing date and time approximately 20 days prior, but not less than 15 days prior to the hearing date. Please call your Project Coordinator if you have questions.
3. Provide the following proof of posting in the Citizen Review/ Neighborhood Involvement Report:
  - a) Notarized affidavit of posting
  - b) Date/Time stamped photo of sign
4. Sign may be removed after the City Council hearing date that a determination has been made, or after the withdrawal of an application.

### Possible Sign Vendors

You may use the sign vendor of your choice. This list is not an endorsement. You may use any sign provider.

1. Dynamite Signs  
480-585-3031
2. Scottsdale Signs (Sign-A-Rama)  
480-994-4000

Revision Date: 6/27/2019

1. 4' x 4' in size
2. Laminated plywood, MDO board, or other weather resistant material
3. Front, back, and all edges painted with two coats of red acrylic exterior enamel, or an integral red color
4. White lettering sized per above (decals)
5. Sign attached with 6 screws to 2 - 4" x 4" x 8' wood posts, or 2 - 2" metal posts