

# PLANNING BOARD PUBLIC NOTICE SIGNAGE INSTRUCTIONS

## FILLABLE FORM INSTRUCTIONS

The second page in this packet is a fillable form. The "ADDRESS" field must be filled with the legal address of the subject property. The "TIME & DATE" field must be filled to state the time and date of the initial public hearing for your application. To fill the fields, simply highlight the red text and type in the information specific to your application. Lastly, check the box next to the action for which you are seeking approval. *Please note, your application may require more than one box to be checked.* Be sure to save your document before exiting.

## TO HAVE YOUR SIGN PRINTED

The signs have been scaled to the appropriate size 24"x36" or "Arch D". The signs must be printed on coroplast material. Printing companies can provide this service.

## SIGN PLACEMENT

One public notice sign is required per 500 linear feet of frontage on each street upon which the subject property fronts, but in no case more than two signs per property. The sign(s) must be placed within 20' of the front lot line, in a location plainly visible from the street or highway upon which the property fronts. The sign(s) must be placed on the subject property no less than 10 days prior to the initial public hearing.

## PROOF OF POSTING

At least 24 hours prior to the public hearing, the applicant shall submit to the Secretary of the Planning Board an affidavit stating that the applicant has posted the required signage, along with a photograph of the posted sign.

## APPLICANT RESPONSIBILITY

It is the responsibility of the applicant to maintain the sign and ensure that it remains plainly viable and legible while the application is pending. In the event that the applicant shall appear before more than one approving agency, the sign shall be revised accordingly - signs must be revised no later than 5 days after the applicable determination of the approving agency.

It is the responsibility of the applicant to remove the sign no later than 5 days after the applicable determination of the approving agency.

# **PUBLIC NOTICE**

**IS THE SUBJECT OF A PUBLIC  
HEARING BEFORE THE  
PLANNING BOARD**

**AT WHITE PLAINS CITY HALL  
255 MAIN STREET, 2nd FLOOR  
WHITE PLAINS, NY**

**ON AN APPLICATION FOR APPROVAL OF A**

Site Plan       Subdivision       Special Permit

**WHITE PLAINS PLANNING: 422-1300**