




DRAFT ONLY

# Site Posting Requirements – Hearing/Public Meeting

For Planning Commission, Town Council, Board of Adjustment, and Hillside (Blue Sign)



Town of Paradise Valley

PUBLIC NOTICE

ZONING HEARING

TOWN HALL: 6401 E Lincoln Drive

(TOWN COUNCIL)

(TIME) (DATE)

CASE NO: (SUP-20-01)

REQUEST: (MAJOR SUP)

(Insert description of request) (e.g. Consideration of SUP-20-01, a Major Special Use Permit Amendment application for the resort which includes, but is not limited to: 1) Refurbishing the existing resort guest units , 2) adding a new lobby/fitness/pool bar/restaurant building, and 3) adding a new tennis court.)

PROPERTY ADDRESS: (Site Address or Location Description)

APPLICANT: (Name) TOWN CONTACT: (Name/Title)

PHONE: (Applicant's Phone Number) PHONE: (Staff Phone Number)

EMAIL: (Applicant's Email) EMAIL: (Staff Email)


Case file available at Town of Paradise, (480) 348-3693

Agenda, application material, and input via eComment available approximately 4-6 days prior to meeting date at <https://paradisevalleyaz.legistar.com/Calendar.aspx>

Penalty for removing or defacing sign prior to hearing date

Applicant responsible for sign removal

POSTING DATE: (Date)



Scan, Snap save

LETTERING SIZE

1" Bold Letters

½" Bold Letters

4" x 4" QR Code (if applicable)

4" x 4" Town Logo

3" Bold Letters

1" Bold Letters

1 ½ " Bold Letters

½ " Bold Letters

## SITE POSTING INSTRUCTIONS

1. Contact Town staff handling the request for placement instructions, text shown in “()”, and number of signs.
2. Post the sign on the site approximately 20 days prior, but not less than 15 days prior to the public meeting/hearing date.
3. Update sign with meeting body, date, and time approximately 20 days prior, but not less than 15 days prior to the public meeting/hearing date.
4. Provide proof of posting and sign updates with photo and affidavit as required on the application form no less than 15 days prior to the public meeting/hearing date.
5. Applicant must remove sign within 10 calendar days after final determination, withdrawal, or at the request by Town staff.

## SITE POSTING SPECIFICATIONS

1. Sign 2’ x 3’ in size, 6’ tall from finished grade to top of sign.
2. Laminated plywood, MDO board, or other weather resistant material.
3. Front shall be painted with two coats of flat blue acrylic exterior enamel, or an integral flat blue color.
4. Black lettering sized per above (decals), Calibri or similar font.
5. Sign attached to at least 1 wood or metal post so sign is secure, 4’ x 4’ sign requires at least to posts (posts not to exceed 4” x 4”).
6. Sign not to be located within the right-of-way or 50’ x 50’ corner vision at street intersections.
7. Sign(s) to be setback not more than 10’ back of property line.

## POSSIBLE SIGN VENDORS

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

1. Dynamite Signs  
480-585-3031
2. Signarama  
480-994-4000

Planning Division \* 6401 E Lincoln Drive, Paradise Valley, AZ 85253 \* [www.paradisevalleyaz.gov](http://www.paradisevalleyaz.gov)


Revision Date: May 14, 2020



DRAFT ONLY

# Site Posting Requirements – Early Notification

## For Early Notification of Project Under Consideration (White Sign)



**Town of Paradise Valley**  
**EARLY NOTICE**

**PROPOSED PROJECT**


UPCOMING MEETINGS  
(MEETING TYPE e.g., CITIZEN REVIEW)  
(LOCATION ADDRESS)  
(MEETING TIME, DATE)  
**CASE NO: (SUP-20-01)**  
**REQUEST: (MAJOR SUP)**

(Insert description of request) (e.g. Consideration of SUP-20-01, a Major Special Use Permit Amendment application for the resort which includes, but is not limited to: 1) Refurbishing the existing resort guest units , 2) adding a new lobby/fitness/pool bar/restaurant building, and 3) adding a new tennis court.)

PROPERTY ADDRESS: (Site Address or Location Description)  
APPLICANT: (Name) TOWN CONTACT: (Name/Title)  
PHONE: (Applicant's Phone Number) PHONE: (Staff Phone Number)  
EMAIL: (Applicant's Email) EMAIL: (Staff Email)

Case file available at Town of Paradise, (480) 348-3693  
Agenda, application material, and input via eComment available approximately 4-6 days prior to meeting date at <https://paradisevalleyaz.legistar.com/Calendar.aspx>  
Penalty for removing or defacing sign prior to hearing date  
Applicant responsible for sign removal  
POSTING DATE: (Date)

Scan, Snap save



LETTERING SIZE

1" Bold Letters

½" Bold Letters

4" x 4" QR Code (if applicable)

4" x 4" Town Logo

3" Bold Letters

1" Bold Underline Letters

1" Bold Letters

1 ½ " Bold Letters

½ " Bold Letters

- SITE POSTING INSTRUCTIONS

  1. Contact Town staff handling the request for placement instructions, text shown in “()”, and number of signs.
  2. Post the sign on the site within 10 calendar days after formal application submittal request deemed complete.
  3. Update sign with any upcoming meeting type, date, and time approximately 15 days prior, but not less than 10 days prior to the meeting date (e.g. Citizen Review). If no meetings, leave blank.
  4. Provide proof of posting and sign updates with photo and affidavit as required on the application form within 2 working days of posting.
  5. Applicant must replace sign with Hearing/Public Meeting sign or remove sign within 10 calendar days after final determination, withdrawal, or at the request by Town staff.
- SITE POSTING SPECIFICATIONS

  1. Sign 2’ x 3’ in size, 6’ tall from finished grade to top of sign.
  2. Laminated plywood, MDO board, or other weather resistant material.
  3. Front shall be painted with two coats of flat white acrylic exterior enamel, or an integral flat white color.
  4. Black lettering sized per above (decals), Calibri or similar font.
  5. Sign attached to at least 1 wood or metal post so sign is secure (posts not to exceed 4” x 4”).
  6. Sign not to be located within the right-of-way or 50’ x 50’ corner vision at street intersections.
  7. Sign(s) to be setback not more than 10’ back of property line.
- POSSIBLE SIGN VENDORS

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

  1. Dynamite Signs  
480-585-3031
  2. Signarama  
480-994-4000