



Site Posting Requirements

For Early Notification of Project Under Consideration (White Sign)

SITE POSTING SPECIFICATIONS

Lettering Size

SITE POSTING INSTRUCTIONS

**Early Notification of
Project Under Consideration**

Neighborhood Open House Meeting

Date: _____

Time: _____

Location: _____

Site Address: _____ Scottsdale, AZ _____

Project Overview:

- Request:
- Description of Project and Proposed Use:
- Site Acreage:
- Site Zoning:

Applicant/Contact: _____ City Contact: _____

Phone Number: _____ Phone Number: _____

Email Address: _____ Email Address: _____

Pre-Application #: _____ Available at City of Scottsdale: 480-312-7000

Project information may be researched at:
<https://eservices.scottsdaleaz.gov/bldgresources/PreApp/Search>

Posting Date:

- Penalty for removing or defacing sign prior to posting hearing notification sign
- Applicant Responsible for Sign Removal

1. Post site at least 10 days prior to the 1st open house meeting or within 10 days of submittal, whichever is sooner. Please call your Project Coordinator if you have questions.
2. 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
3. Sign may be removed when red hearing sign is posted. Applicant is responsible for sign removal.
4. The request shall clearly state the correct application type(s) that will be submitted (e.g. Zoning District Map Amendment Conditional Use Permit, etc.) and purpose.
5. The City's pre-application number shall be included on the sign.

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

Revision Date: 05/29/2016

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 white acrylic exterior enamel, or be an integral white color
4. Black 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