



# Site Posting Requirements

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

### SITE POSTING SPECIFICATIONS

### Lettering Size

**CITY OF SCOTTSDALE** ← scan, snap, save

**City of Scottsdale  
PUBLIC NOTICE**

**ZONING/PUBLIC HEARING** ← 5"x5" QR Code

**CITY HALL: 3939 North Drinkwater Boulevard**

**PLANNING COMMISSION: 5:00 P.M., (DATE)** ← 4" Bold Letters

**CITY COUNCIL: 5:00 P.M., (DATE)** ← 2.5" Bold Letters

**REQUEST:**

**CASE NUMBER:**

Project Location:

Applicant Contact: (name), (phone number), (email)

City Contact: (name), (phone number), (email) ← 3/4" Bold Letters

Case File Available at City of Scottsdale, 480-312-7767

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

Penalty for removing or defacing sign prior to date of last hearing. Applicant responsible for sign removal.

Posting Date: (DATE)

### 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