



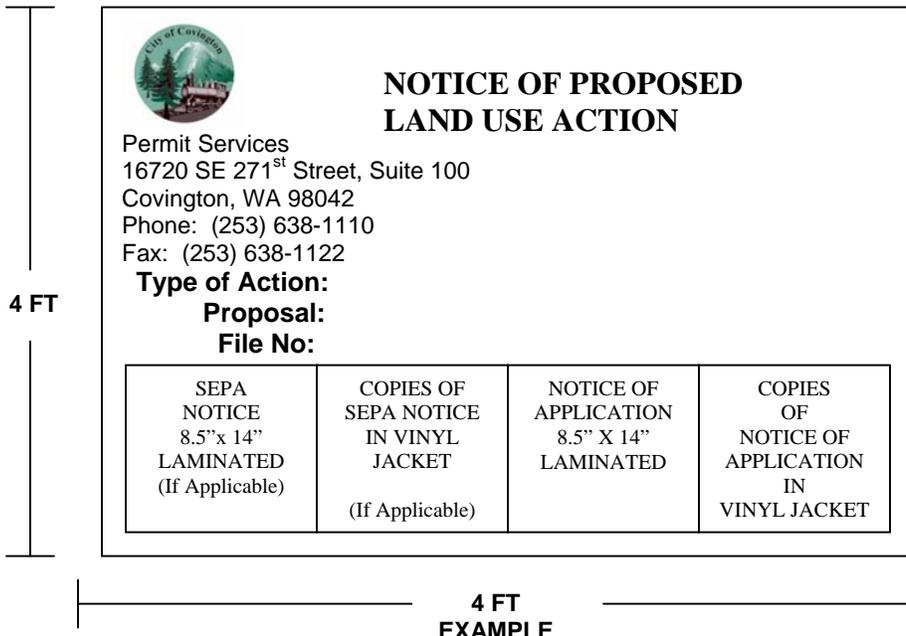
NOTICE BOARD REQUIREMENTS NOTICE OF APPLICATION

Per CMC Chapter 14.30.060, a notice board must be prepared and posted for your land use application. This notice board will also be used for the notice of decision and the SEPA determination, if applicable. Please prepare and post in the following manner:

Notice Board Size and Text Specifications

The notice board shall be constructed to the specifications described below. The notice board shall display the information shown in the figure.

- Board Construction:** The notice shall be constructed with **4' x 4'** plywood. Professionally prepared plastic board overlays, permanently affixed to the board are permissible. Notice boards may be reused, but they must be clean and show no evidence of former wording.
1. Lettering style: Helvetica or similar standard type face.
 2. Lettering size: Title should be 3" capital letters (**NOTICE OF PROPOSED LAND USE ACTION**). Other letters should be 2" letters except on the 8 1/2" x 14" laminated paper providing the details of the proposal. See illustration below for use of capital and lower case letters, and placement of laminated paper and vinyl jacket.
 3. Lettering: Black (permanent ink or silk-screen)
 4. Background Color: White
 5. Logo: Covington emblem, in black
 6. Laminated Notice of Application on a legal size sheet, which provides information regarding land use application. (to be supplied by the city)
 7. Legal size waterproof vinyl jackets with a fold flap, and wrap string (to be supplied by the city). The applicant must make copies of the Notice, place them in the vinyl jacket, and maintain a supply of copies throughout the posting period.



Standards for Locating and Installing Notice Board

The notice board shall be located and installed to the specifications described below.

Number of Notice Boards required for this application: _____

Special Instructions: _____

Notice board shall be located:

- Midpoint on the site street frontage or as otherwise directed by the city to maximize visibility.
- At a location 5 feet inside from the street property line; a notice board structurally attached to an existing building shall be exempt from the setback provisions, provided that no notice board is located not more than 5 feet from the property line without approval from the Permit Center.
- So that the top of the notice board is between 7 to 9 feet above grade.
- So that it is easily accessible and totally visible to pedestrians.

The applicant shall erect the notice board by solidly setting the post 12 to 18 inches into the ground; or structurally attaching it to an existing building.

Two 4" x 4" 8-foot-long (minimum) posts and four washers, bolts and nuts (3/8 diameter and bolts are 5-inches long) shall be used to install the notice board.

Installation Certification

The notice board(s) must be installed within 14 days after the application has been deemed complete. The enclosed "Affidavit of Posting" must be signed and returned to the Permit Center within 14 days following the date of determination of completeness.

Maintenance and Removal of the Notice Board

The applicant shall maintain the notice board in good condition throughout the application review period, which shall extend through the time of the final decision on the proposal and the expiration of any applicable appeal periods.

If the notice board is removed, review of the land use application may be discontinued until the notice board is replaced and has remained in place for the required period of time.

The notice board shall be removed within 14 days after the end of the designated period.

TO BE FILLED OUT BY CITY OF COVINGTON

NOTICE BOARD TEXT INFORMATION (To Be Given to the Sign Painter)

Type of Action:

Proposal:

File Number: