



Planning & Economic Development

200 NE Moe Street | Poulsbo, WA 98370-7347
(360) 394-9748 | fax (360) 697-8269
www.cityofpoulsbo.com | plan&econ@cityofpoulsbo.com

PROPERTY POSTING REQUIREMENTS

Posting the subject property with a sign is a method of providing the public notice of a filed application for a proposed project. .

TIMING

The applicant shall post the sign(s) on the property at least 14 calendar days prior to the **public hearing**. The staff planner will coordinate the date.

The public hearing sign shall remain posted throughout the public hearing process until the hearing is closed and complete. Removal of the board prior to the end of the required time period shall cause the application to be placed on hold until the hearing sign is replaced and remains in place.

The public hearing sign(s) shall be provided by the city for a reasonable fee.

PLACEMENT OF SIGN

One public hearing board is required and shall be placed on the site for maximum visibility from a public street or public area.

Additional notice boards may be required by the PED director when:

1. The site does not abut a public street.
2. The site is large and abuts more than one public street.
3. The PED director determines that additional notice boards are necessary to provide adequate public notice.

AFFIDAVIT OF POSTING

At least 14 days prior to the public hearing, an Affidavit of Posting (supplied with the sign(s) shall be completed (including notary) and returned to the assigned staff planner.

If an affidavit is not filed as required, any scheduled hearing or date by which the public may comment on the application shall be postponed or extended until there is compliance with the notice requirement .

REMOVAL OF SIGN(S)

Removal of the public notice board shall be made by the applicant no later than seven calendar days from the issuance of notice of decision.

Disclaimer: this handout should not be used as a substitute for codes and regulations. The applicant/property owner is responsible for compliance with all code and rule requirements, whether or not described here. Please see the City of Poulsbo Municipal Code for complete text and requirements.





Affidavit of Public Notice | Site Posting

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The following MUST be attached to this affidavit:

☐ Photo of the posting on site or map showing location sign was posted

Application No: _____ Project Name: _____

I, _____, representative for the above-referenced project, do hereby verify that on _____, 2019, I posted a sign at _____, relating to the above-referenced project at the site in a location that complies with the City of Poulsbo requirements.

Representative Name: _____

Representative Signature: _____ (sign in front of notary)

Subscribed and sworn to before me this ____ day of _____, 2019

NOTARY PUBLIC in and for the State of
Washington, residing at:

My Commission expires on:
