



PUBLIC NOTICE and SIGN POSTING INSTRUCTIONS

At the time the application is submitted, the applicant will be required to sign a form giving information regarding posting of the signs giving public notice. The applicant will also be given a minimum of two signs, maybe more, depending on the site location. One sign is to be posted visible from the public street and one sign posted visible from the water.

City Code, Appendix F, Section 110(F) of the Chesapeake Bay Preservation Area Ordinance requires that, “In addition to the foregoing requirements, the applicant shall cause to be posted on the property which is the subject of the hearing, a sign of size, type and lettering approved by the Board.”

The purpose of the sign is to notify the public that a public hearing is to be held for the purpose of reviewing the request and receiving public comment on the request. While property owners immediately adjacent to the site under review and each waterfront property owner across the waterway from the subject property (if the water body is less than 500 feet wide) are notified by first class mail of the hearing. The public receives notice either by an advertisement in The Virginian-Pilot or by the sign posted on the property. Therefore, the posting of the sign is extremely important and must be taken seriously by the applicant.

Instructions

1. The applicant must post the sign, not less than fifteen (15) days prior to the Chesapeake Bay Board hearing and the sign must remain in place until after the Board action. The sign must be removed no later than five (5) days after the Board action.
2. The applicant must post the signs, provided by the Department of Planning & Community Development, on the property, within ten (10) feet of every public street, on the shoreline, and must be clearly visible.
3. The signs must remain posted at all times during the fifteen (15) days prior to the Chesapeake Bay Preservation Area Board public hearing. We strongly advise you check each day to be sure the signs are in place. If you need a new sign, contact the Department of Planning & Community Development immediately at (757) 385-4621 to arrange to have a sign picked up.
4. The posting of the sign for at least fifteen (15) days prior to the public hearing is the responsibility of the applicant. FAILURE TO ENSURE THE SIGN(S) ARE POSTED AND REMAIN IN PLACE CAN, AND LIKELY WILL, RESULT IN DEFERRAL OF THE APPLICATION TO THE NEXT AGENDA OR DENIAL. City Code, Appendix F, Section 110(F) notes “in the event that such sign is removed, obscured, otherwise rendered illegible or if the board determines that the requirements of this section have not been met prior to the hearing, the board may deny or defer the application”.
5. To ensure that the sign(s) are posted in such a manner that they remain in place against storm events or potential vandalism, we strongly recommend that you secure the sign on a sturdy post with large nails or screws and anchor the post in the ground with concrete or similar semi-permanent anchoring material. Another mounting method which has been successful, is to mount the sign in the ground by running two or three metal rods through the thickness of the sign along its length leaving up to half or third of the rod’s length sticking out of the bottom of the sign and then inserting the portion that sticks out of the sign into the ground (similar to the way in which some “House for Sale” signs are mounted), In any case, do not forget to check to make sure the sign is in place during the fifteen (15) days.



PUBLIC NOTICE and SIGN POSTING INSTRUCTIONS *(continued)*

Deferred Items

Should an application be deferred during the public hearing, the applicant is required to update the signs posted on the property with the date of the deferred application's subsequent public hearing. Update to the posted signs with the deferral date of the application shall be completed no later than fifteen (15) days prior to the Chesapeake Bay Preservation Area Board deferred public hearing date. **FAILURE TO ENSURE THE SIGN(S) ARE UPDATED WITH THE DEFERRAL DATE OF AN APPLICATION WILL RESULT IN DEFERRAL OF THE APPLICATION TO THE NEXT AGENDA OR DENIAL.**

Sign Posting Exhibit

