



GROWTH MANAGEMENT DEPARTMENT
PLANNING DIVISION

MEMORANDUM

TO: Development Community

FROM: Robin Meyer, Assistant Director of Growth Management

DATE: June 9, 2008

SUBJECT: New Public Notice Procedures

As a result of the adoption of Resolution 08-060, all applications requiring Public Notice, filed with Growth Management after April 1, 2008, must follow the procedures outlined below:

Public Notice Fees and Policy:

1. **Ads:** *Creation and placement to be handled by St. Lucie County*
 - a. Growth Management will notify applicant or agent of amount due for cost of Public Notice Ad at least 30 days prior to the Public Hearing.
 - b. Payment must be received from applicant/agent by the Growth Management department at least 20 days in advance of the Public Hearing, or Agenda Item will be pulled.
 - c. Times may vary depending on Code requirements for various types of applications.

2. **Letters:** *Creation and mailing to be handled by St. Lucie County*
 - a. Growth Management will notify applicant or agent of amount due for cost of Adjacent Property Owner mailing at least 30 days prior to the Public Hearing.
 - b. Payment must be received from applicant at least 20 days in advance of the Public Hearing, or Agenda Item will be pulled.
 - c. Times may vary depending on Code requirements for various types of applications.

3. **Signs:** *Creation and placement to be handled by applicant/agent*
 - a. Growth Management will deliver to applicant/agent the "Public Notice Sign Content" form with the required language at least 40 days prior to the Public Hearing
 - b. Applicant/Agent must have Signs printed by a professional printer to the specifications listed on the enclosed "Public Notice Sign Requirements" form.
 - c. Applicant/Agent must have signs installed to the specifications listed in the "Public Notice Sign Requirements" form. Required location of sign(s) to be detailed on map attached to "Public Notice Sign Content" form.
 - d. Applicant/Agent shall provide two photos, must execute the "Public Notice Sign Content Form" and submits both to Growth Management at least 20 days in advance of the Public Hearing, or Agenda Item will be pulled.
 - i. Photo One: *Close Up*, sign wording must be legible.
 - ii. Photo Two: *Distant*, site location must be identifiable with sign visible in picture.
 - e. Times may vary depending on Code requirements for various types of applications.

Please contact this department with questions at (772) 462-2822.



GROWTH MANAGEMENT DEPARTMENT
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PUBLIC NOTICE
SIGN REQUIREMENTS

All Public Notice Signs must be printed by a professional printer.

Sign wording to be provided by SLC Growth Management on “Public Notice Sign Content” form at least 30 days prior to Public Hearing.

Sign:

Sign Material: Waterproof

Sign Size:

Minor Arterial,
Major Arterial or
Collector Road: 15 sq. ft. in area per face, minimum

All Other Roads: 10 sq. ft. in area per face, minimum

Sign Color: Yellow

Font: Arial

Text Size:

Minor Arterial,
Major Arterial or
Collector Road: Header: 6” Minimum
Body: 4” Minimum

All Other Roads: Header: 4” Minimum
Body: 2” Minimum

Text Color: Black

Installation:

Height: 6’ at center of sign

Location: As indicated on attached map

Reasonable maintenance of the sign(s) by the applicant is required to ensure that the required sign(s) remain unobstructed and legible.

All posted signs must be removed by applicant within ten days after the final action has been taken on the application. Applicant must submit “Sign Down Affidavit” before Development Order will be sent for recording.



GROWTH MANAGEMENT DEPARTMENT
PLANNING DIVISION

PUBLIC NOTICE
SIGN CONTENT

Project Name:
Applicant/Agent:

Public Hearing Body:
Public Hearing Date:

This Sign must be installed between the dates of _____ & _____.

Required sign content:

Heading:

Body:

Submit signed and notarized affidavit (see reverse) along with two dated photos of the installed sign to St. Lucie County Growth Management at least 20 days prior to the scheduled Public Hearing.

Failure to submit within 20 days of the hearing will result in the petition being removed from the Agenda.

Please call the Project Planner, _____ at _____ if you have questions.

AFFIDAVIT
COMPLIANCE WITH POSTING OF NOTICE REQUIREMENTS

STATE OF _____)
COUNTY OF _____)

_____, being first duly sworn deposes and states:

1. I am the owner or the agent for _____ (insert owner's name) for the following petition: _____ (insert petition number).

2. I hereby certify that I have complied with the notice requirements set forth in Section 11.00.03.E of the St. Lucie County Land Development Code for the _____ (insert date) public hearing to be conducted by the _____ (insert entity name) on the above-referenced petition. The required sign was printed and posted to the specifications listed on the *Sign Content* and *Sign Requirements* forms provided by St Lucie County Growth Management on _____ (date). The following required documentation is attached:
 - A. Dated Photo (Close up) _____
 - B. Dated Photo (Distant) _____

Further affiant sayeth not.

(Name of Affiant)

STATE OF _____)
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of 200____, by _____. Said person (Check one) _____ is personally known to me, _____ produced a driver's license (issued by a state of the United States within the last five (5) years as identification, or _____ produced other identification, to wit _____.

Notary Public, State of _____

Typed or Printed Name of Notary
Commission No.: _____
My Commission expires: _____

**AFFIDAVIT
SIGN DOWN**

STATE OF _____)
COUNTY OF _____)

_____, being first duly sworn deposes and states:

1. I am the owner or the agent for _____ (insert owner's name) for the following petition: _____ (insert petition number).

2. I hereby certify that I have removed the Public Notice Sign for the _____ (insert date) public hearing conducted by the _____ (insert entity name) on the above-referenced petition. The required sign was removed on _____ (date).

Further affiant sayeth not.

(Name of Affiant)

STATE OF _____)
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of 200____, by _____. Said person (Check one) is personally known to me, _____ produced a driver's license (issued by a state of the United States within the last five (5) years as identification, or _____ produced other identification, to wit _____.

Notary Public, State of _____

Typed or Printed Name of Notary
Commission No.: _____
My Commission expires: _____