



PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

Planning Division

PUBLIC NOTICE POLICY

As a result of the adoption of Resolution 08-060, all applications requiring Public Notice, filed with the Planning Division 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*

- Applicant/Agent will be notified of publication fee for Ad at least 30 days prior to the Public Hearing
- Payment must be received in the Planning Division Office at least 20 days in advance of the Public Hearing, or the Agenda Item will be pulled.
- Times may vary depending on Code requirements and/or types of applications.

2. **Letters:** *Creation and mailing to be handled by St. Lucie County*

- Applicant/Agent will be notified of postage fee for Adjacent Property Owner Mail Notice(s) at least 30 days prior to the Public Hearing
- Payment must be received in the Planning Division Office at least 20 days in advance of the Public Hearing, or the Agenda Item will be pulled.
- Times may vary depending on Code requirements and/or types of applications.

3. **Signs:** *Creation and placement to be handled by applicant/agent*

- The "Posting of Notice Sign Content" form will be provided at least 30 days prior to the Public Hearing
- Signs must be printed by a professional printer to the specifications listed on the "Posting of Notice Sign Requirements" form.
- **Sign(s) must be installed to the specifications listed on the "Posting of Notice Sign Requirements" form and in accordance with the map provided; however, a locate must be conducted on the property by calling 811 or 1-800-432-4777 at least 3 days prior to a dig to avoid the cutting of any existing underground utility lines.**
- Two photos of the sign located on the property as specified below must be received in the Planning Division Office at least 20 days in advance of the Public Hearing, or the Agenda Item will be pulled.
 - Photo One: Close Up, sign wording must be legible.**
 - Photo Two: Distant, site location must be identifiable with sign visible in picture.**
- Times may vary depending on Code requirements and/or types of applications.

Please contact the Planning Division with questions at (772) 462-2822.