



**Public Notice Sign Affidavit**

<p style="text-align: center; margin: 0;"><u>FOR STAFF USE ONLY</u></p> <p>Application # _____ Received By: _____</p>	<p style="text-align: center; margin: 0;"><u>DATE/TIMESTAMP</u></p>
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This transmittal shall be used to submit all sign affidavits for all applications that require the posting of either an orange public participation sign or a yellow public hearing sign. Those applications include: rezonings (ZA), conditional use permits (CP), home occupation permits (HP), mobile vending (MV), and sketch plats (SP).

**POSTING REQUIREMENTS FOR ZA, CP, HP, MV & SP APPLICATIONS:**

**A. Orange Public Participation Signs:**

The Unified Development Code (UDC) of Forsyth County requires the landowner, applicant, or authorized representative to place an orange public participation sign(s) on the subject property. In order to insure that the correct information is included on the public participation sign, the Planning & Community Development Department will prepare the sign(s) and present it to the applicant at the Zoning Review Meeting. It is the applicant's responsibility to place the sign(s) on the subject property at least ten (10) days prior to the date of the public participation meeting and to maintain the sign(s), where the term "maintain" means that any and all meetings and/or application changes shall be updated on the sign. A signed affidavit with a dated photo of the sign(s) placing said sign(s) against a verifiable property landmark shall be submitted to the Planning & Community Development Department within two (2) business days after the Zoning Review Meeting. Failure to submit the affidavit shall result in the Board Consideration submittal being incomplete until all posting requirements are met.

**B. Yellow Public Hearing Signs:**

The Unified Development Code (UDC) of Forsyth County requires the landowner, applicant, or authorized representative to place the yellow public hearing sign(s) on the subject property at least twenty-one (21), but not more than forty-five (45) days prior to the public hearing for ZA and CP applications, and at least thirty (30) days prior to the public hearing for HP, MV and SP applications. In order to insure that the correct information is included on the public hearing sign, the Planning & Community Development Department will prepare the sign(s) and present it to the applicant once county staff has determined that all other submittal requirements are verified complete. It is the applicant's responsibility to place the sign(s) on the subject property and to maintain the sign(s) through the public hearing date. The term "maintain" means that the sign shall remain standing, be readable, and be updated regarding any changes to the date of the public hearing. A signed affidavit with a dated photo of the sign(s) placing said sign(s) against a verifiable property landmark shall be submitted to the Planning & Community Development Department by the deadline as communicated by staff. Failure to submit the affidavit shall require an additional Zoning Review meeting. The applicant shall be responsible for removal of all public notice signs, which is to occur no later than three (3) days after the final motion or date of withdrawal. Failure to do so will result in a fine of one hundred dollars (\$100) per day until the sign(s) are removed.

Application #		Number of Signs Posted:	
		Date Signs were Posted:	

The undersigned has personally appeared before me, a Notary Public, and states upon oath that he/she understands the above requirements and has posted each of the required public notification signs in compliance with the requirements set forth in the Unified Development Code (UDC).

Printed Name of Applicant: _____	Date: _____
Signature of Applicant: _____	Date: _____
Signature of Notary: _____	Date: _____

