



# Notice of Land Use Action, Sign Board Requirements

Per King County Code (KCC) 20.20.060, please prepare and post notice boards in the following manner.

Notice Board Specifications	
Board Construction	The notice board shall be constructed with 4' x 4' x 1/2" plywood, exterior grade, good surface one side. Professionally prepared plastic board overlays permanently affixed to the board are permissible. The notice board shall display the information as shown in the figure on page three. Notice boards may be reused, but they must be clean and show no evidence of former wording.
Lettering	Helvetica or similar typeface, black type (permanent ink or silk-screen)
Lettering size	Title should be 3" capital letters (NOTICE OF PROPOSED LAND USE ACTION). Other letters should be 2". See illustration on page three for use of capital and lowercase letters.
Background Color	White
Logo	King County emblem, in black. The size of the County logo with the Department of Local Services, Permitting Division's (Permitting) address (lettering height 1") shall fit the available space as shown. Border area and lines of text shall be evenly spaced to approximate the sample shown.
Laminated Notice of Application	Printed on a legal size sheet which provides information regarding the proposed land use application. <i>To be supplied by Permitting Division.</i>
Waterproof Vinyl Jackets	Legal size vinyl with secure closure (Velcro or wrap string). <i>To be supplied Permitting.</i> The applicant must make copies of the Notice, place them in the vinyl jacket, and maintain a supply of copies throughout the posting period
Installation	Two 4" x 4" 8-foot-long (minimum) posts and four washers, bolts and nuts (3/8-inch diameter and bolts are 5-inches long) shall be used to install the notice board. Solidly setting posts 12 to 18 inches into the ground; or structurally attach it to an existing building (no posts required).

## Notice of Land Use Action, Sign Requirements, continued

### Notice Board Information – Provided by Permitting

Number of Notice Boards required for this application:

Special Instructions:

### Notice Board Text – Provided by Permitting

Type of Action:

Proposal:

File No.:

NOTE: To request this information in alternative formats for people with disabilities, call 206-296-6600, email [DPERWebInquires@KingCounty.gov](mailto:DPERWebInquires@KingCounty.gov) or TTY Relay: 711

### Notice Board Location

- The Notice Board shall be easily accessible and visible to pedestrians and does not obstruct the view of pedestrians or vehicular traffic.
- Midpoint on the site street frontage or as otherwise directed by Permitting staff **to maximize visibility.**
- At a location 5 feet inside from the street property line; a notice board structurally attached to an existing building shall be exempt from the setback provisions, provided that no notice board is located not more than 5 feet from the property line without approval from Permitting staff.
- The top of the notice board is between 7 to 9 feet above grade.

### Installation Certification

The notice board(s) must be installed within 14 days after Permitting determines that the application is complete or 14 days from the date the posting package was mailed or emailed from [PublicNotices.DPER@kingcounty.gov](mailto:PublicNotices.DPER@kingcounty.gov). The enclosed "Affidavit of Posting" must be signed and returned to Permitting within 7 days following the date of posting and prior to the date that the Notice of Application will be sent to surrounding property owners and posted online.

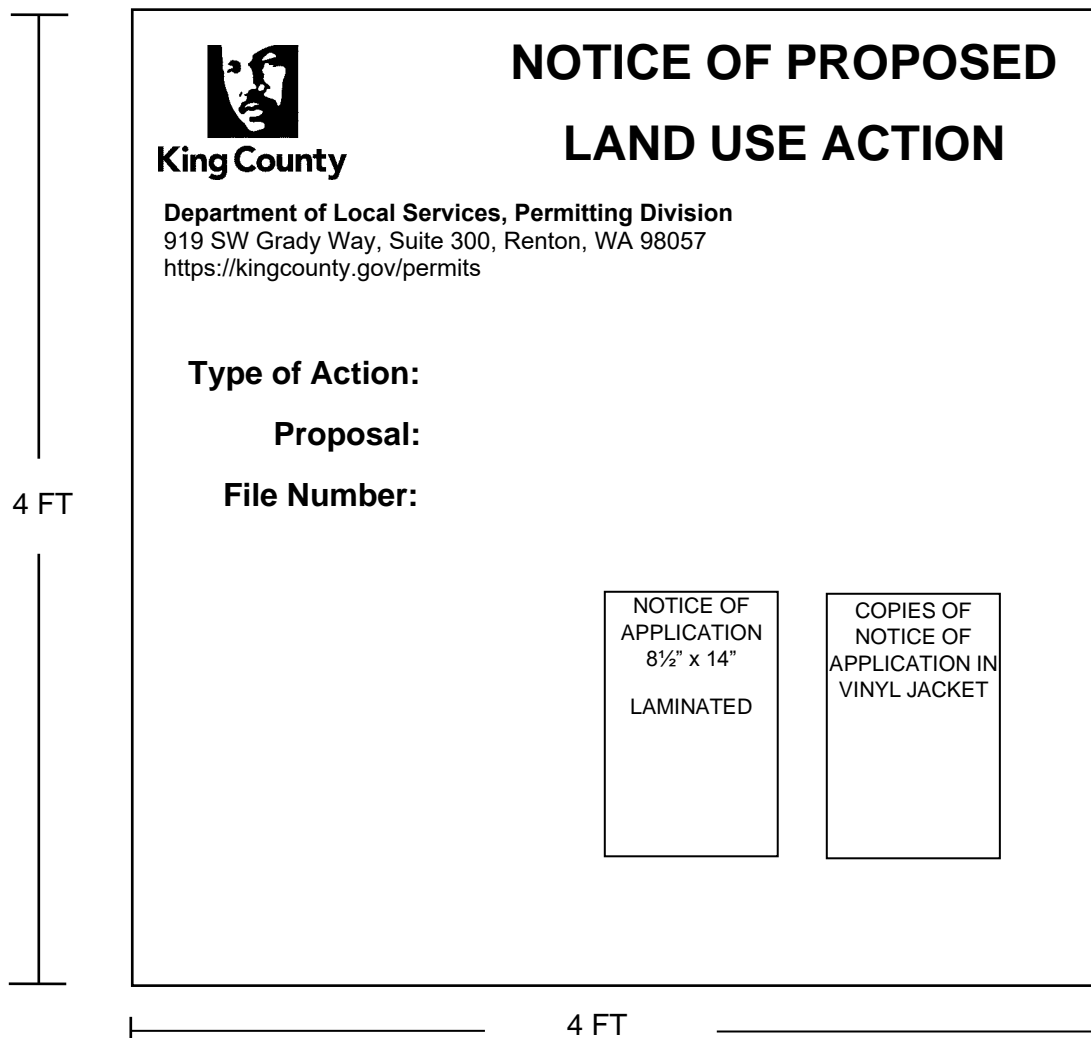
# Notice of Land Use Action, Sign Requirements, continued

## Maintenance and Removal of the Notice Board

The applicant shall maintain the notice board in good condition throughout the application review period, which shall extend through the time of the final county decision on the proposal and the expiration of any applicable appeal periods.

If the notice board is removed, the review of the land use application by Permitting may be discontinued until the notice board is replaced and has remained in place for the required period of time.

## Example – Not to Scale



EXAMPLE