



## **ZONING APPLICATION INSTRUCTIONS PUBLIC NOTIFICATION SIGN STANDARDS**

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**Palm Beach County Zoning Division**  
2300 North Jog Road, WPB, FL 33411, (561) 233-5200

### **INTRODUCTION**

Pursuant to ULDC Art. 2.B.5, Notification, the property subject of certain Zoning applications shall have notices (Public Notification Signs) posted by the Applicant stating that the application is being considered by the County. Public Notification Signs shall be prepared as follows:

### **SIGN SPECIFICATIONS**

- A. Minimum sign dimensions:** 3' x 4';
- B. Sign color:** Yellow;
- C. Material:** Coroplast (water proof; 4 mm.), plywood, or similar material;
- D. Font:** Arial;
- E. Font color:** Black;
- F. Font size:** Minimum of 3" fitted uniformly on the sign, with 5" minimum for phone number
- G.** Zoning applications subject to Board of County Commissioners (BCC) or Zoning Commission (ZC) public hearings, the sign shall include the following text:

**PALM BEACH COUNTY  
PUBLIC HEARING NOTICE  
ZONING APPLICATION  
For information contact the Zoning Division  
561-233-5200  
[www.pbcgov.com/pzb/notices](http://www.pbcgov.com/pzb/notices)**

- G.** Zoning applications for a Type 1 Variance public meetings, the sign shall include the following text:

**PALM BEACH COUNTY  
PUBLIC MEETING NOTICE  
ZONING APPLICATION – TYPE 1 VARIANCE  
For information contact the Zoning Division  
561-233-5200  
[www.pbcgov.com/pzb/notices](http://www.pbcgov.com/pzb/notices)**

### **INSTALLATION**

In addition to the minimum requirements of the ULDC:

- A.** Signs shall be installed a minimum of 15-calendar days prior to the scheduled public hearing or meeting.
- B.** A minimum of one sign for each 250 feet of frontage on each adjacent right-of-way shall be installed up to a maximum total of ten signs. The Zoning Division may assign additional signs per right-of-way, but not more than ten total.

- C. Signs shall be evenly spaced, set back no more than 25 feet, and installed as follows:
  - a. A minimum of three metal dowels, or
  - b. A minimum of two 2" x 4" or 4" x 4" wood, metal, or plastic fencing posts, or
  - c. Cable ties securing the signs to a fence on the subject site.
- D. Signs shall not be attached to trees or utility poles/boxes.
- E. The Applicant will be required to reinstall the signs if they are not installed correctly and/or fall down.

## **PROOF OF INSTALLATION**

Upon installation, the Applicant shall submit the following to the Zoning Division:

- A. A notarized [Affidavit of Installation of Notification Signs](#) (Form # 28) stating that the sign(s) were installed consistent with these requirements must be submitted 15 days prior to the hearing date;
- B. Photographs of the sign(s) with the installation date stamped on the photograph; and,
- C. The Applicant must remove the signs within 30 days following the effective date, denial, or withdrawal of the application.