



**CITY OF LONGMONT
BOARD OF ADJUSTMENT AND APPEALS CRITERIA**

Section 15.02.040 of the Longmont Municipal Code requires Posted Notice of upcoming Board of Adjustment cases on the subject property. Failure to post the signs in accordance with the ordinance may cause the Hearing to be delayed. The ordinance requires that the applicant:

1. Post the notice of the variance signs that have been provided by the City.
2. Place the signs on the property that is the subject of the application, and
3. Ensure that the signs remain in place during the period leading up to the public hearing.

Signs shall be placed in a manner that is just back of the sidewalk making them clearly visible to neighboring residents and the street and not obstructed by trees, bushes or shrubbery. At least one (1) sign shall be posted on each street frontage.

All such notice **shall be posted for at least the fourteen (14) days immediately prior to the hearing.** The sign shall only be removed on the day of the Hearing.

NOTE: Applicants shall be responsible for returning signs to the City after the public hearing or final action, or the City will charge the Applicant for the cost of the sign.
PLEASE BRING THE SIGN(S) TO THE HEARING.

Additionally, the code requires that the Applicant certify in writing that required notice was posted according to the requirements of this section. **PLEASE BRING SIGNED CERTIFICATION TO THE HEARING.**

I _____, hereby certify that I have duly posted the required notice on the subject property located at _____ as required by section 15.02.040 (3) (a, b, c, d and e) of the Longmont Municipal code.

Signature

Date