



**King County**

**Department of Development and Environmental Services**

900 Oakesdale Avenue Southwest  
Renton, WA 98057-5212

206-296-6600 TTY Relay: 711

**NOTICE BOARD REQUIREMENTS  
NOTICE OF APPLICATION**

For alternate formats, call 206-296-6600.

**Best to print on legal (8 1/2 x 14") paper.**

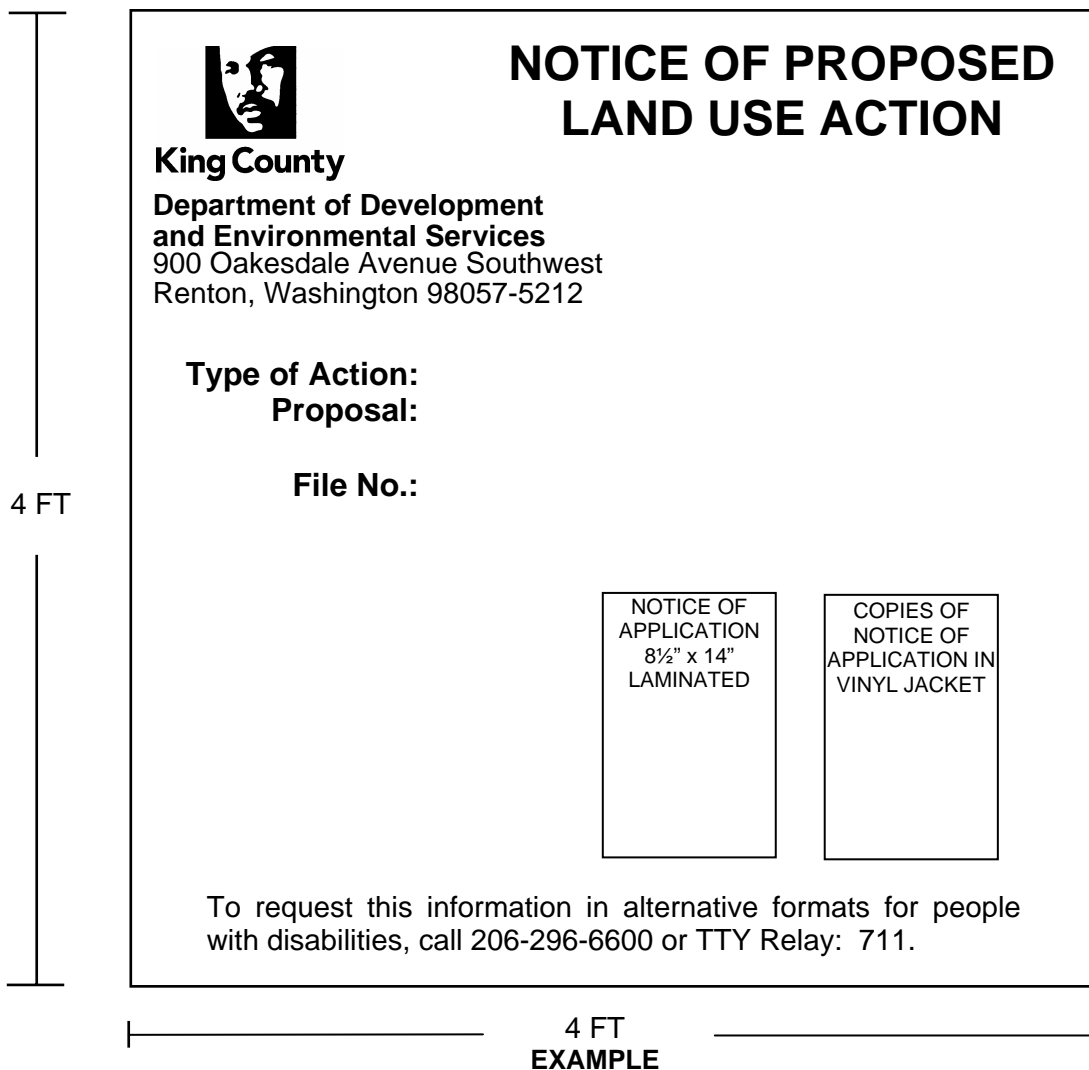
Per King County Code Section 20.20.060, a notice board must be prepared and posted for your land use application. Please prepare and post in the following manner.

**NOTICE BOARD SIZE AND TEXT SPECIFICATIONS**

The notice board shall be constructed to the following specifications. The notice board shall display the information shown in the example below.

- Board Construction:** The notice board shall be constructed with **4' x 4'** plywood. Professionally prepared plastic notice board overlays, permanently affixed to the board are permissible. Notice boards may be reused but they must be clean and show no evidence of former wording.
1. Lettering Style Helvetica or similar standard typeface
  2. Lettering Size Title should be **3"** capital letters (NOTICE OF PROPOSED LAND USE ACTION). Other letters should be **2"** letters except on the **8 1/2" x 14"** laminated paper providing the details of the proposal. See illustration below for use of capital and lower case letters, and placement of laminated paper and vinyl jacket.
  3. Lettering Black (permanent ink or silk-screen)
  4. Background Color White
  5. Logo King County emblem, in black
  6. Laminated Notice of Application on a legal size sheet which provides information regarding the proposed land use application. **TO BE SUPPLIED BY Land Use Services Division (LUSD) (see enclosure).**
  7. Legal size waterproof vinyl jackets with a fold flap, and wrap string. **TO BE SUPPLIED BY LUSD (see enclosure).** The applicant must make copies of the Notice, place them in the vinyl jacket, and maintain a supply of copies throughout the posting period.

**EXAMPLE ONLY – Not to scale**



## STANDARDS FOR LOCATING AND INSTALLING NOTICE BOARD

**Example only – DDES completes the following information and sends it to the applicant.**

The notice board shall be located and installed to the specifications described below.

Number of Notice Boards required for this application: \_\_\_\_\_

Special Instructions:

Notice board shall be located:

- Midpoint on the site street frontage or as otherwise directed by LUSD 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 LUSD staff.
- So that the top of the notice board is between 7 to 9 feet above grade.
- **So that it is easily accessible and totally visible to pedestrians and does not obstruct the view of pedestrians or vehicular traffic.**

The applicant shall erect the notice board by solidly setting the post 12 to 18 inches into the ground; or structurally attach it to an existing building.

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.

### Installation Certification

**The notice board(s) must be installed within 14 days after Land Use Services Division has determined that the application is complete. The enclosed "Affidavit of Posting" must be signed and returned to the Land Use Services Division within 7 days following the date of posting.**

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

*TO BE FILLED OUT BY LUSD STAFF*

### NOTICE BOARD TEXT INFORMATION (to be given to the Sign Painter)

Type of Action:

Proposal:

File No.:

**NOTE:** To request this information in alternative formats for people with disabilities, call 206-296-6600 or TTY Relay: 711.