

## **Instructions for Public Hearing Notice Sign**

In accordance with the Planning Board's Procedural Rules, the Applicant is required to install a sign on the proposed site with the Public Hearing Notice:

### **3.6 Notice of Hearing.**

- 3.6.2 Abutter Notification. *The applicant shall be responsible for notice, utilizing the US Postal Service's Certified Mail with return receipt, to all parties of interest as defined by M.G.L. ch.40A §11 no less than fourteen (14) days prior to the date of the public hearing. Certified Mail green cards and receipts shall be provided to the Planning Board prior to the opening of the public hearing. Additionally, notice of the project by placement of a sign that includes large text at the top indicating "Public Hearing Notice", a description of the project, date, time and location of the public hearing shall be posted prominently on the project site by the applicant. Prominently shall mean with a sign or signs of at least two feet by two feet in size and easily visible from each roadway on which the property has frontage. Based on the size of the lot more than one sign may be required as determined by the Town Planner.*

### **The sign should be constructed as described below and should resemble the Public Hearing Notice Sign Template Example:**

1. The sign should be 2' x 2' in size.
2. The notice posted on the sign should include the following information:
  - The date of the 1st Public Hearing
  - The name of the project as indicated in the public hearing notice
3. The font size on the sign should be no smaller than 80 so as to assure that the notice is visible from each roadway on which the property has frontage.
4. The background color of the sign should be yellow.