



Posting Public Notices



Department of Community Development

Why Do I Have to Post a Public Notice?

The City of Mill Creek regulations and state laws require public notices to be posted on proposed development sites. This allows adjacent residents/property owners and the general public an opportunity to be informed of what is proposed in the City and how to participate in the development review process.

Public Notice Posting Requirements

Each proposed development shall have a minimum of one Pending Land Use Action sign posted on the subject site. The sign(s) shall be placed in location(s) visible from both directions of adjacent roadways (usually perpendicular to the roadway), preferably on the property roadway frontage or at property access points. If the site is adjacent to two or more roadways, a sign shall be posted adjacent to each right-of-way. Prior to posting, sign locations must be approved by the City.

How is the Sign(s) Posted?

The applicant is responsible for the construction of the supporting sign structure (frame/posts).

The City will provide the Pending Land Use Action sign(s) which are white signs with black lettering approximately 3' x 4' in size. This sign shall be affixed to the sign structure by the applicant.

The City will also provide the 8 ½" x 11" public notices as necessary throughout the review process (i.e.; Notice of Application, SEPA Threshold Determination and Public Hearing). The notices shall be enclosed in plastic sleeves and stapled or nailed on to the Pending Land Use Action sign with the opening of the plastic sleeve facing downward to keep the rain out.

Materials & Dimensions for Sign Structure

The sign structure shall be constructed of a 1/4" minimum, plywood sheet approximately 4' x 4' attached to 2" x 4" posts. Sign structure and posts shall be painted white. Install the posts a minimum of 1' below grade. The sign height shall not exceed 6' from grade. See attached detail.

Who Pays for the Sign(s)?

The applicant is responsible for all costs associated with constructing the sign structure and installing, maintaining, and removing the Pending Land Use Action signs. The cost of the sign(s) and notice(s), which are provided by the City, are included in the project application fee.

Who Maintains the Sign(s)?

Maintenance of the sign(s) is the responsibility of the applicant. The sign(s) needs to remain on the property until the entire permit review period has ended. Generally, several notices will need to be posted on the sign(s) throughout the review process.

When is a Site Posted?

Once the City issues a Notice of Complete Application, the project planner will contact the applicant or project contact person and inform them that the signs and notices are available for posting. The site must be posted within 14 calendar days of issuing the Letter of Completeness.

Affidavit of Posting

Once the sign(s) is posted, the applicant shall complete the Affidavit of Posting provided by the City and return it to the project planner to be retained in the project file.

Questions?

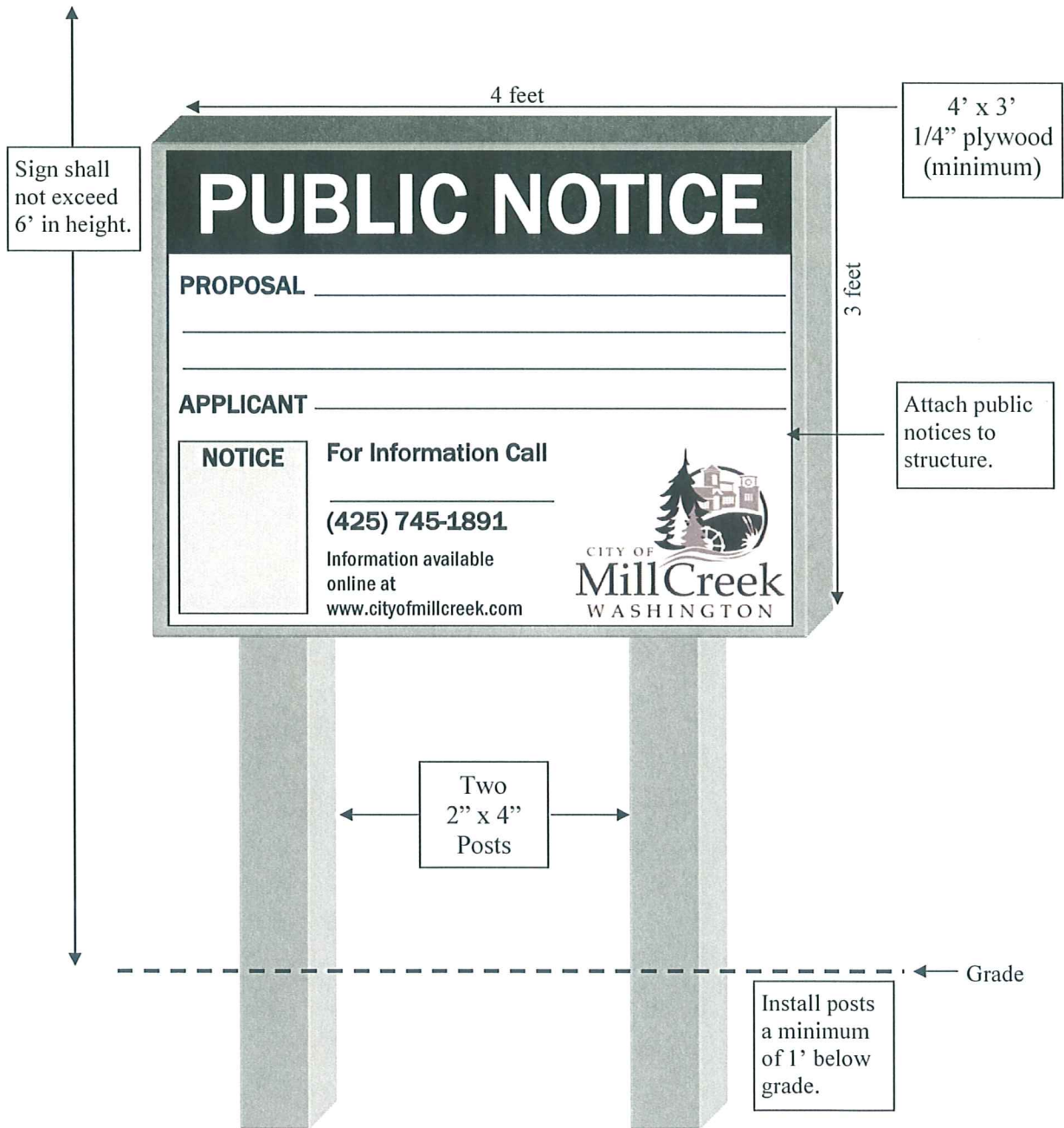
Should you have any questions or concerns related to these public notice requirements, please contact the City of Mill Creek Department of Community Development at (425) 745-1891 or view Mill Creek Municipal Code Chapter 14, Development Code Administration.



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Questions?

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