

ZONING NOTIFICATION SIGN REQUIREMENTS

All zoning changes or amendments, including zoning, rezoning, amendments to Planned Developments, shall have an official sign posted throughout the zoning change process.

Sign Posting Process. The following process requirements shall apply to the posting of a zoning change sign:

- The applicant shall be responsible for posting the required number of signs on the subject property at least fourteen (14) days prior to the Planning and Zoning Board consideration of the application.
- The applicant shall furnish the City of Melissa Development Services office with an executed affidavit including photographic verification certifying the required sign(s) is in place one (1) week prior to the scheduled Planning & Zoning meeting at which the public hearing is scheduled.

Sign Specifications.

- Zoning change signs shall be obtained from the City of Melissa Development Services office upon receipt of a \$125.00 per sign. (\$25.00 sign fee & \$100.00 refundable deposit)
- The deposit of \$100.00 per sign will be refunded to the applicant within twenty-one (21) business days of the return of the zoning change sign(s) to Development Services.

Sign locations.

- One (1) sign shall be placed on the subject property within 30 ft of the closest, adjacent and most heavily traveled public street.
- One (1) sign is required for tracts five (5) acres or less. Additional signs may be required for each additional five (5) acres at the discretion of the City with a five (5) sign maximum regardless of the size of the property.

**ZONING CHANGE NOTIFICATION SIGN
AFFIDAVIT OF POSTING**

Zoning Case: _____

Date of Planning and Zoning Board Meeting: _____

Applicant's name: _____

Address (for deposit refund): _____

Phone: _____ Email Address: _____

In accordance with the requirements of the City of Melissa, Texas,

I, _____ hereby certify that I have posted or caused to be posted Zoning Change Notification sign(s) on the property subject to zoning change, located at _____.

Said sign(s) have been obtained through the City of Melissa, Development & Neighborhood Services office.

Posting of said signs was accomplished on _____, 2_____, as provided by the City of Melissa. Said signs have been posted in a manner which provides an unobstructed view from the public right(s)-of-way along _____.

I further certify that this affidavit was filed with the Development & Neighborhood Services Department within the required time provisions of the City of Melissa.

Executed this the _____ day of _____, 2_____.

I understand I am required to remove and return said sign(s) to the City of Melissa Development Services offices within three (3) business days following the final action by the Council or within three (3) days of applicant withdrawal of the request.

Signature of Applicant or Authorized Representative for Zoning Case: _____

Printed Name of Applicant or Authorized Representative for Zoning Case: _____

Notary Public

STAFF USE:

Date application submitted: _____

Time submitted: _____

Refund check requested: _____

Refund Amount: _____

Date signs returned to Dev. Services _____

Number of signs returned: _____

Date of Refund: _____

Check #: _____