



APPLICANT PUBLIC HEARING POSTING INSTRUCTIONS:

In accordance with City of Caldwell City Code Section 10-03-12, the applicant is responsible for physically posting all public hearing notices in accordance with the following:

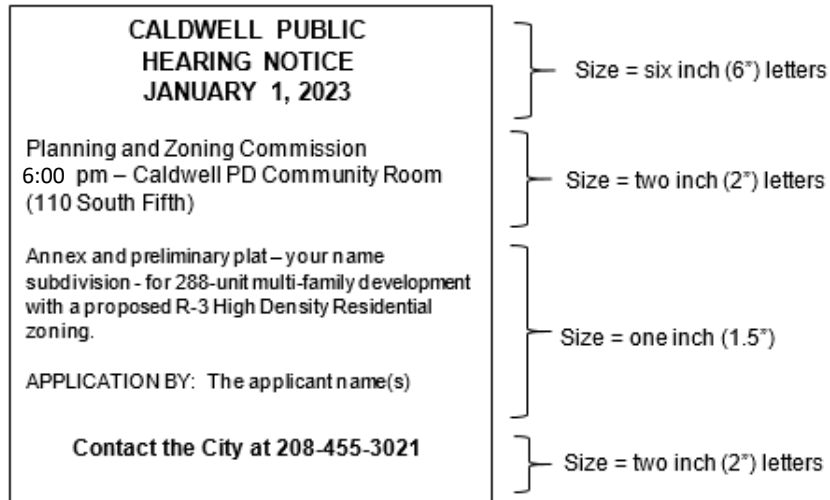
Physical Site Posting of Public Hearing Notices.

1. Not less than fifteen (15) days prior to the hearing, the applicant shall post a copy of the public hearing notice of the application on the property under consideration. Except as noted herein, posting of the property must be in substantial compliance with the following requirements:
 - a. **Properties or Land Less Than Two (2) Acres in Size.** The applicant shall post a sign consisting of one (1) 18-inch by 24-inch bright colored, laminated paper, or other similar material mounted to a rigid surface of equal size and attached to metal or wood support posts. *Notices shall specify the name of the applicant, a statement concerning the proposed development, and the date, time and location of the public hearing.*
 - b. **Properties or Land Two Acres or More in Size.** The applicant shall post a 4' x 4' sign consisting of plywood or other hard surface mounted on two (2) 4"x4" posts.

Centered at the top of the four foot by four-foot (4' x 4') sign board(s) in six inch (6") letters shall be the words "Caldwell Public Hearing Notice" and the date of the hearing. In addition, each sign shall include the name of the applicant, the proposed development, the date, time, place of the public hearing, the nature of the hearing, and a summary of the proposal to be considered.

Each sign shall be painted white and the letters shall be painted black and shall appear on both sides.

An example of this sign is listed below. **Note:** This is an example only and in no way depicts the actual day, time, location, or summary of the application.



- c. The Director may require larger sized posting(s) or multiple notice(s) for applications that, in the reasonable discretion of the Director, could result in significant adverse traffic, environmental, aesthetic, noise, pollution, or population density impacts. Additionally, the Director may require larger sized posting(s) or multiple notice(s) if, in the reasonable discretion of the Director, the specific circumstances of the site and the proposed development create a risk that the notice as provided will be insufficient to alert the general public and adjacent owners to the proposed development.
- d. *Sign placement & quantity:*
- (1) The notice(s) shall be posted perpendicularly along each roadway, excluding Interstate 84, adjacent to the subject property boundaries. The base of the notice shall be at least three feet above the ground.
 - (2) If the property has roadway frontage of 1,000 feet or more, a notice shall be placed at each end of the property roadway frontage.
 - (3) Notice(s) shall be located on the property, with the notice oriented to oncoming traffic, outside of the public right-of-way.
 - (4) If the sign cannot be placed on the property and still be clearly visible, the sign may be placed within the right-of-way if consent of the owner of the right-of-way can be obtained.
 - (5) In circumstances where placing signs per the standards listed herein is not practical, the director may identify an alternative sign placement strategy.
- e. *Proof of posting.* A notarized statement, map depicting the location(s) of the sign(s) and a photograph of the posting shall be provided to the city no later than ten (10) days prior to the public hearing attesting to where and when the sign(s) were posted. Failure to provide proof of posting by such date may result in the hearing being continued or delayed until the proof of posting has been satisfied.

NOTE: Some deadline dates may be impacted by holidays, weekends, or the timing of staff report due dates. Please check the calendar provided in this document for deadline requirements.

- f. *Sign removal.* The signs shall be removed no later than three (3) days after the public hearing for which the sign had been posted is ended.

Hearing Body	Hearing Date	Application Submittal Deadline	Applicant to Post Site No Later Than	Applicant to Submit Proof of Posting to Planning and Zoning No Later Than	Soonest City Council Meeting **NOTE** Only 2-3 Public Hearings are Scheduled for each City Council Meeting.
City Council	October 17, 2023	August 22, 2023	October 2, 2023	October 6, 2023	October 6, 2023
Hearing Examiner	October 25, 2023	August 30, 2023	October 10, 2023	October 13, 2023	October 13, 2023
City Council	November 7, 2023	September 12, 2023	October 23, 2023	October 27, 2023	October 27, 2023
Hearing Examiner	November 8, 2023	September 11, 2023	October 24, 2023	October 27, 2023	October 27, 2023
P&Z Commission	November 8, 2023	September 11, 2023	October 24, 2023	October 27, 2023	October 27, 2023
Historic Preservation Commission	November 20, 2023	October 2, 2023	November 5, 2023	November 9, 2023	November 9, 2023
City Council	November 21, 2023	September 22, 2023	November 6, 2023	November 10, 2023	November 10, 2023
Design Review Commission	November 28, 2023	October 10, 2023	November 13, 2023	November 17, 2023	November 17, 2023
Historic Preservation Commission	December 4, 2023	October 16, 2023	November 19, 2023	November 21, 2023	November 21, 2023
City Council	December 5, 2023	October 6, 2023	November 20, 2023	November 22, 2023	November 22, 2023
P&Z Commission	December 13, 2023	October 16, 2023	November 28, 2023	December 1, 2023	December 1, 2023
Historic Preservation Commission	December 18, 2023	October 30, 2023	December 3, 2023	December 7, 2023	December 7, 2023
City Council	December 19, 2023	October 20, 2023	December 4, 2023	December 8, 2023	December 8, 2023
Design Review Commission	December 26, 2023	November 7, 2023	December 11, 2023	December 16, 2023	December 16, 2023
Hearing Examiner	December 27, 2023	October 30, 2023	December 12, 2023	December 15, 2023	December 15, 2023



City of Caldwell
Planning and Zoning Department
621 Cleveland Blvd., Caldwell, Idaho, 83605
Phone: (208) 455-3021 | Web: www.cityofcaldwell.org

STATEMENT OF SITE POSTING

I, _____, personally posted or attest that the
Print Name

Subject property located at _____, assessor parcel
Address of Subject Property, City, State, Zip Code

number(s) _____, was properly posted on
Assessor Parcel Number (s)

_____ , which is at least fifteen (15) days prior to the scheduled public
Date of Posting

hearing before the _____ on _____.
Hearing Body *Date of Hearing*

I also attest:

1. I have submitted photograph(s) of the posting to the City, concurrent with this statement; and
2. The sign(s) will be removed no later than three (3) days after the public hearing

I declare under penalty of perjury under Idaho law that the foregoing is true and correct.

Dated this _____, day of _____, 20_____

Signature