

# NOTICE BOARD REQUIREMENTS INFORMATION SHEET



**CITY OF BLACK  
DIAMOND**  
Community Development Dept.

24301 Roberts Drive / PO Box 599  
Black Diamond, WA 98010  
(360) 851-4447

Notice boards are required for site specific proposals and are used to display public notice for information regarding the application, public hearing, and decision.

## **Display Requirements**

1. A single notice board shall be placed by the applicant:
  - a. At the midpoint of the site street frontage or as otherwise directed by the Department for maximum visibility to abutting properties and the public;
  - b. Five (5) feet inside the street property line, except when the board is structurally attached to an existing building, provided, that no notice board shall be placed more than five (5) feet from the street property without approval of the Director;
  - c. So that the top of the notice board is between seven to nine feet above grade with the board securely mounted upon wooden or metal posts or secured to a building or structure;
  - d. So that the readable face of the board shall be at least nine square feet (3'x3') in area with no single edge less than three feet in length; except that in the case of single lot Single Family applications (short plats not included) the board size may be reduced to 11" x 17";
  - e. Where it is completely visible to pedestrians;
  - f. With the board containing a title centered at the top which reads "Notice of Proposed Land Use Action" in print type of at least three inches or greater;
  - g. And the following information shall be printed upon the board in print type of at least two inches or greater:
    - i. City of Black Diamond, Community Development Department
    - ii. For Information Call: (360) 886-5700
    - iii. List of all project permit applications (e.g. SEPA, Preliminary Plat, Grading Permit)
    - iv. Project Applicant Name
    - v. Project Permit Case Number
2. Additional notice boards may be required when:
  - a. The site does not abut a public road;
  - b. A large site abuts more than one public road;
  - c. When a site is a corner lot;
  - d. The Director determines that additional notice boards are necessary to provide adequate public notice.
3. Notice boards shall be:
  - a. Constructed and installed in accordance with specifications from the Department;
  - b. Maintained in good condition by the applicant during the notice period.



## **Timing Requirements**

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1. Notice boards shall be posted on the property no later than three days following the date of issuance of any public notice required to be posted by BDMC, Sec. 18.08.125;
2. Notices displayed upon the notice board shall remain displayed until the expiration of the later:
  - c. For Notice of Application (Sec. 18.08.120), until the period for public comment has expired;
  - d. For Notice of Public Hearing (Sec. 18.08.180), until the public hearing has been conducted;
  - e. For Notice of Decision (Sec. 18.08.150), until the period for commencing any available administrative or judicial appeal has expired.
3. Notice boards shall be removed within ten (10) calendar days after the end of the notice period;
4. Removal of the notice board prior to the end of the notice period may be cause for discontinuance of the Department review until the notice board is replaced and remains in place for the specified time period;
5. An affidavit of posting shall be submitted to the Director by the Applicant no later than seven calendar (7) days prior to the hearing or final comment date. If the affidavits are not filed as required, any scheduled hearing or date by which the public may comment on the application will be postponed in order to allow compliance with this notice requirement.