



# Public Notice Sign Lease Agreement

Community Development Department

Case # \_\_\_\_\_ Sign # \_\_\_\_\_ Hearing Date: \_\_\_\_\_

Assessor's Parcel # \_\_\_\_\_ Check # \_\_\_\_\_ Receipt # \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone #: \_\_\_\_\_  
(please print)

Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
(CDD staff initials/name)

I, \_\_\_\_\_, in cooperation with the Community Development Department (CDD), have leased a Public Notice Sign and agree to the terms listed below:

**CHARGE:** \$50 Preparation Fee  
\$100 Refundable Deposit

**RETURN TIME:** The sign **MUST** be returned to the Community Development Department **by 4:30 p.m. on the Monday** following the scheduled hearing date. If the sign is returned later than the Monday after the Planning Commission meeting, but within two weeks of the meeting, \$50.00 may be refunded.

**PENALTIES:** The sign **MUST** be returned to the Permit Center Staff in the same condition it was taken: clean, undamaged, and with no attachments. **If a sign is not returned on time, or has been damaged, the \$100 deposit fee will be forfeited.**

**POSTING REQUIREMENTS:**

- The sign must be posted by the applicant/developer on the site at least 14 days prior to the hearing date.
- The sign must be clearly visible and readable from a public Right-of-Way.

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Date)

Sign Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Sign Returned by: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**REFUND INFORMATION:** Receipt Number: \_\_\_\_\_  
Amount Refunded: \_\_\_\_\_ Method: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_  
Refund Received by: \_\_\_\_\_/mailed to: \_\_\_\_\_