



CITY OF TOPEKA

Planning Division
620 SE Madison, Unit 11
Topeka, KS 66607

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PUBLIC HEARING SIGNAGE

The Planning Division will provide to the applicant temporary signs to be posted advertising the fact that a public hearing is scheduled to take place.

Instructions for the Applicant:

The applicant must post sign(s) on the property within 48 hours after the day of the Neighborhood Information Meeting (NIM). If no NIM is held, the applicant shall install sign(s) 18-25 days prior to the Planning Commission meeting.

Instructions for location and quantity of signs on property:

One sign shall be posted along each street frontage. For any street frontage of 600 feet or more, one sign shall be posted for each 300 linear feet of street frontage, but in no case shall more than three signs be required.

Each sign shall be inserted in the ground on the property (no in the street right-of-way), in a visible location, and within 5 feet of the property line if possible. Any weeds or grasses around the sign shall be trimmed to allow sign(s) to be easily seen from the street.

Under most conditions, the sign(s) is/are most visible if posted in a way that the face of the sign(s) is parallel with the street. Signs located close to the roadway may be most visible if installed so that the face of the sign is at a right angle to the street.

The applicant is responsible for removing and disposing of the sign(s) no later than 48 hour after the day of the Planning Commission meeting.