



Notice of Public Meeting Requirements Portland, Maine

Planning and Urban Development Department

In order to ensure that the public is aware of projects subject to review before the Planning Board and Historic Preservation Board, the City of Portland requires applicants to post a notice of public meeting sign on the property subject to review. Printing and posting the sign is the responsibility of the applicant.

Projects Requiring a Notice of Public Meeting Sign

- Subdivisions
- Master development plans
- Major site plan proposals as defined in Article 14
- Certificate of Appropriateness applications subject to Historic Preservation Board review

Timing of Posting

- The sign must be posted at least 10 days prior to each board meeting (workshop or hearing), dated to reflect the applicable meeting.
- The sign shall be removed from the site no more than three days following the date of the meeting.
- In the event that the sign is knocked over or made illegible, it is the responsibility of the applicant to promptly reset the sign.
- If the sign is removed from the property, it is the responsibility of the applicant to replace it.

Location of Sign

- The sign must be visible from the public right-of-way, located no more than five feet from the property line. The sign shall not obstruct vehicular sight distance.
- In cases of alterations or additions to an existing building, the sign may be placed in a building window, provided that such window is located no more than five feet from the property line.

Sign Design & Construction

Exterior signs

- The sign must be printed as a Type I Yard Sign, using the template provided (see attached, making sure to select the sign for the relevant board). The applicant shall fill in address, application ID, and time of meeting details on the sign.
- The sign must be printed at 2' wide and 1.5' high.
- Signs must be constructed of corrugated plastic or other durable, waterproof material.

Interior signs in the case of an alteration or addition to an existing building

- The sign shall be printed on paper at 11" x 17" using the template provided (see attached, making sure to select the sign for the relevant board).
- The applicant shall fill in address, application ID, and time of meeting details.

- Signs shall be affixed to the window in such a way so as not to obscure its legibility.

Certification

Once the sign is posted, the applicant shall submit a completed certification of posting form to the Planning Department (see attached).

Attachments

1. **Planning Board** Notice of Public Meeting Sign template (applicable for site plan, master development plan, subdivision review)
2. **Historic Preservation Board** Notice of Public Meeting Sign template (applicable for Certificate of Appropriateness review)
3. **Notice of Public Meeting Sign Certification - PLEASE FILL OUT THE CERTIFICATION FORM, INSERT A PHOTO OF THE SIGN THAT WAS POSTED AND EMAIL THE FORM TO planning@portlandmaine.gov.**

ADDRESS:

MEETING DATE:

APPLICATION ID:

**NOTICE OF
PUBLIC MEETING
CITY OF PORTLAND
PLANNING BOARD**

Find agenda at: www.portlandmaine.gov/agendas

For more information, call (207) 874-8719

ADDRESS:

MEETING DATE:

APPLICATION ID:

**NOTICE OF
PUBLIC MEETING
CITY OF PORTLAND
HISTORIC PRESERVATION BOARD**

Find agenda at: www.portlandmaine.gov/agendas

For more information, call (207) 874-8719

EXAMPLE: Notice of Public Meeting Certification

I, (applicant/consultant) hereby certify that a notice of neighborhood meeting sign was posted from (start date) to (end date) prior to the (public workshop/hearing) held on (date) for the proposed project (application ID) located at (proposed project address).

Photo documentation of sign in situ:



Note that it is the applicant's responsibility to remove the notice of public meeting sign within three days following the date of the meeting.

Signed,

(Applicant's/consultant's signature)

(Date)