



Alachua County  
 Department of Growth Management  
 10 SW 2<sup>nd</sup> Avenue, Gainesville, FL 32601  
 Telephone (352) 374-5249  
[Alachua County Growth Management Website](#)

Submit Affidavit to:  
 Development Services Division  
[Development Review Email](#)

## POSTED NOTICE AFFIDAVIT FOR DEVELOPMENT PLAN REVIEW

PROJECT NAME: \_\_\_\_\_

OWNER(s): \_\_\_\_\_

APPOINTED AGENT: \_\_\_\_\_

PARCEL NUMBER(s): \_\_\_\_\_

APPROXIMATE PROJECT ADDRESS: \_\_\_\_\_

*I, the property owner or designated agent representative of the subject property, being duly sworn, depose and say the following:*

1. *That I am the owner and record title holder of the property described in the attached application; and*
2. *That this affidavit serve as posting of the "Notice of Development Application Sign(s) which describes the nature of the development request, the name of the project, and the telephone numbers where additional information can be obtained. In addition, the applicant has securely posted the sign(s) on the property along each street frontage, at intervals of not more than four hundred (400) feet for properties within the Urban Cluster and maximum intervals of 1,320 feet for properties outside of the Urban Cluster, and set back no more than five (5) feet from the street and visible from the street. If the property does not abut a public right-of-way, signs have been placed at the nearest public right-of-way with an indication of the location of the subject property.*
3. *It is also agreed that the applicant shall maintain the signs(s) as provided above until the conclusion of the development review and approval process and that the signs shall be removed within ten (10) days after the final action has been taken on the development application*
4. *That I, the undersigned authority, hereby certify that the foregoing statements are true and correct.*

\_\_\_\_\_ Agent or Owner \_\_\_\_\_ Agent or Owner  
*Signature Printed Name*

The foregoing instrument was acknowledged before me by means of  physical presence  online notarization, this

\_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_ who is

personally known or  has provided satisfactory identification \_\_\_\_\_.

**STATE OF FLORIDA**

**COUNTY OF \_\_\_\_\_**

\_\_\_\_\_ Signature of Notary Public

\_\_\_\_\_ Printed Name of Notary Public

\_\_\_\_\_ Notary Commission Number

*(Notarial Stamp above)*



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## REQUIREMENTS FOR POSTED NOTICE

### Unified Land Development Code Section §402.16

- (a) *Content of notice.* When required, as shown in Table 402.12.1, posted notices shall include the following information clearly written on the sign:
1. The type of application, visible from the street (federal highway standards prescribed in the Manual on Uniform Traffic Control Devices, which is available on file with the department of public works).
  2. Description of proposal or request;
  3. Zoning districts and future land use designations for comprehensive plan amendments and zoning applications (zoning districts shall be spelled out, not abbreviated, and applicable densities shall be included with land use designations); and
  4. A phone number to contact the Department for additional information.
- (b) *Posting of notice.* Posting of property shall comply with the requirements listed below.
1. *Responsibility for posting.* Signs shall be posted by the applicant.
  2. *Form of required signs.* Notice shall be posted on weather resistant signs in a form established by the department.
- (c) *Timing of posted notice.* For any application requiring posted notice, signs shall be posted no later than 48 hours after the application has been accepted by the department. Applications will not be considered complete and will not be processed until the signed and notarized posted notice affidavit has been received.
- (d) *Location of signs.*
1. *Street frontage.* Signs shall be placed along each street at maximum intervals of 400 feet for properties within the urban cluster and maximum intervals of 1,320 feet for properties outside of the urban cluster. They shall be set back a maximum of five feet from the property line so that the signs are visible from the street.
  2. *Lack of street frontage.* If the land does not have frontage on a street, at least one sign shall be placed on the property at the access point and additional signs shall be placed on the nearest public right-of-way with an indication of the location of the subject property.
  3. *Installation.* Signs shall be posted in a professional manner, able to withstand normal weather events.
- (e) *Affidavit.* A notarized affidavit shall be submitted to the department *within 72 hours* after the posting, certifying that the signs were posted in compliance with the standards of this section. The Director may require submittal of photographs of all signs as part of the affidavit.
- (f) *Maintenance.* The applicant shall ensure that the signs are maintained on the land until completion of the final action on the application.
- (g) *Removal.* The applicant shall remove the sign within 10 days after final action on the application.