



Zoning Notice Standards and Sign Examples

Standards for Sign Notice

Sign notice means a sign with minimum dimensions of 24 inches by 30 inches posted as close as reasonably possible to each street frontage on the applicant's property with the text between three and five feet above grade level, with a title line reading "Zoning Notice" in letters at least three inches tall, and with the remainder of the text in letters at least 1/2 inch tall. Each sign must be posted at least two weeks before the date of the public hearing and must remain in place and legible through the date of the public hearing as shown on the sign.

If the sign is not legible at the stated height due to snow accumulations, it may be placed higher, but at the lowest elevation that will be legible to the public. If snow obscures the sign during the posting period, the snow shall be removed and/or the sign shall be relocated to be legible within 24 hours after snowfall ends.

Evidence produced at or before the public hearing that one or more of the required signs were not in place or legible throughout that period shall be grounds for postponement of the public hearing and a requirement to repost the property. Required signs may not be posted in any portion of the public right-of-way.

Content of Notice

Each required notice shall include the following information:

- The name of the applicant;
- The address of the property;
- A narrative description of the project including the proposed land uses, size (in square feet) and height (in feet and stories) of any proposed buildings or building expansions;
- The type of permit or approval being sought;
- Contact information where additional information can be obtained from the applicant (which may be an address, telephone number, web site, or e-mail address or other electronic site or method);
- Contact information for the City: Planning and Development Division, 218-730-5580, planning@duluthmn.gov;
- The date, time and place of the public hearing.

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