



CITY OF MOSES LAKE  
Community Development Department  
321 S. Balsam Street  
Moses Lake, WA 98837

Phone: (509) 764-3750  
Fax: (509) 764-3739  
www.ci.moses-lake.wa.us

## STANDARD NOTICE BOARD SPECIFICATIONS FOR DEVELOPMENT APPLICATIONS

Per MLMC 20.07.010.D, a notice board must be prepared and posted for your land use application. This notice board may also be used for posting the SEPA determination, if applicable. Per MLMC 20.07.010.D there may be additional requirements based on the site conditions, or type or location of project. Please prepare and post in the following manner:

### NOTICE BOARD SIZE AND TEXT SPECIFICATIONS

The notice board shall be constructed to the specifications described below. ***The notice board shall display the information in the format shown in the figure.***

**Board Construction:** The board shall be constructed with 4' x 4' plywood or similar hard backed material with a flat surface. Professionally prepared plastic board overlays, permanently affixed to the board are permissible. Notice boards may be reused, but they must be clean and show no evidence of former wording. Hand lettered signs are not acceptable.

1. Lettering style: Helvetica or similar standard type face.
2. Lettering size: The Title (**NOTICE OF PROPOSED LAND USE ACTION**) and **CITY OF MOSES LAKE** should be 3" capital letters. Other letters should be 2" letters except for letters on the graphic information required for plats, site plans, etc., or any laminated notices providing the details of the proposal. See illustration below for use of capital and lower case letters, and placement of graphic information or laminated paper and vinyl jacket.
3. Lettering: Black (permanent ink, silk-screen, or applied)
4. Background Color: White
5. Logo: Moses Lake Logo (optional)
6. Laminated Notice of Application which provides information regarding land use application (to be supplied by the city) or in the case of site plan, preliminary plats, or other projects deemed necessary by city staff, a graphic description of the site development shall be required.



Moses Lake Logo  
(optional)

**NOTICE OF PROPOSED  
LAND USE ACTION**

Laminated Notice of Application or Site Plan, Preliminary Plats, etc, shall be placed here

**TO SUBMIT COMMENTS OR  
OBTAIN INFORMATION  
CONTACT:**

**CITY OF MOSES LAKE  
(509) 764-3750**

Community Development  
Department  
321 S. Balsam Street  
Moses Lake, WA 98837

**Type of Action:  
Proposal:**

SPECIFICATIONS FOR LOCATING AND INSTALLING NOTICE BOARD

The notice board shall be located and installed to the specifications described below.

Number of Notice Boards required for this application: \_\_\_\_\_

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notice board shall be located:

- Midpoint on the site street frontage or as otherwise directed by the city to maximize visibility.
- At a location 5 feet from the street property line; or attached to an existing building if there is a building that is at or within 5' of the property line, provided that no notice board is located not more than 5 feet from the property line without approval from the Community Development Department.
- So that the top of the notice board is between 7 to 9 feet above grade.
- So that it is completely visible to pedestrians.

The applicant shall erect the notice board by solidly setting the post 12 to 18 inches into the ground; or structurally attaching it to an existing building.

Two 4" x 4" 8-foot-long (minimum) posts and four washers, bolts and nuts (3/8 diameter and bolts 5-inches long) are recommended for notice board installation.

**Installation Certification**

**The notice board(s) must be installed by \_\_\_\_\_ in order for the review process to continue as scheduled. The enclosed "Affidavit of Posting" must be signed and returned to the Community Development Department by \_\_\_\_\_.**

MAINTENANCE AND REMOVAL OF THE NOTICE BOARD

The applicant shall maintain the notice board in good condition throughout the application review period, which shall extend through the time of the final decision on the proposal and the expiration of any applicable appeal periods.

If the notice board is removed, review of the land use application may be discontinued until the notice board is replaced and has remained in place for the required period of time.

The notice board shall be removed within 15 days after the end of the designated period.

**TO BE FILLED OUT BY CITY OF MOSES LAKE**

**NOTICE BOARD TEXT INFORMATION (To Be Given to the Sign Painter)**

Type of Action: \_\_\_\_\_

Proposal: \_\_\_\_\_