



Planning & Community  
Development Department  
1812 Main Street  
Lake Stevens, WA 98258  
(425) 377-3235

[www.lake-stevens.wa.us](http://www.lake-stevens.wa.us)

#### Office Hours

Monday - Friday  
8:00am - 5:00pm

Plan Submittal  
Accepted till 4:30pm

Planning & Community  
Development Director  
Rebecca Ableman

#### Municipal Code

Available online:

[www.codepublishing.com/WA/LakeStevens/](http://www.codepublishing.com/WA/LakeStevens/)

## PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

# Public Notice Signs

The City of Lake Stevens requires applicants to post public notice signs for specific land-use applications. The Planning Department will prepare the signs. It is the responsibility of the applicant to post the signs on site. Fees are required. The Planning Director is responsible for published legal notices, mailed notices and posted notices at City Hall.

### **Lake Stevens Municipal Code 14.16A.225(b) Noticing Requirements requires the following posting:**

- **On Site Posting:** At least one public notice board shall be posted on the site on each public right-of-way fronting on the site. The applicant is responsible for posting the on-site notice and submitting a signed affidavit of on-site posting with a photo of each on-site notice.
- **Public Posting:** A public notice shall also be posted on the official notice board at City Hall.
- **Special Posting for Major Land Use Actions:** In addition to the general notice requirements major land use actions shall comply with the following extraordinary signage requirements (see Section 14.16B315(d)(3)).

**Additional Posting Requirements:** Some land use actions require additional posting requirements. These will be listed under each permit type in Chapter 14.16B LSMC.

**Posting of site shall occur:** On-site notices shall be posted within 14 days from the date of Application or 10 days prior to the public hearing. The applicant shall sign an affidavit, stating that the sign(s) were installed and the date and posting of property. Photos of each sign shall also be submitted with the affidavit.

**Sign Removal:** Applicants are requested to return the posted signs to the City of Lake Stevens immediately following the required public comment period. Staff will inform the applicant of the day the signs may be removed. If previously posted sign(s) is not returned to the City of Lake Stevens, another \$50.00 fee will be assessed at this time.

*This brochure is for informational purposes only and is not intended to replace adopted rules and policies of the City of Lake Stevens. Please consult Title 14 of the Lake Stevens Municipal Code or the Department of Planning and Community Development for actual regulations and requirements.*