

SIGN POSTING FOR PUBLIC HEARINGS

Section I: Noticing

Public notice signs must be posted at least fifteen (15) days prior to the scheduled public hearing.

Sign(s) required to be posted are supplied by the Planning Office.

- At least one sign is required for all properties.
- Additional signs are required for property that abuts more than one public street and property with more than 200 feet of road frontage.
- Applications for a use in a shopping center unit must post one sign at the store front and at least one sign as otherwise required.
- Properties without public street frontage are required to post at least one sign on the property and at least one sign along a nearby street.

Signs shall be posted to ensure greatest public visibility in accordance with the following:

- Signs shall be posted adjacent to the street right-of-way abutting the site, no more than ten feet from the edge of the right-of-way.
- Properties for which only one sign is required should be posted near the middle of the site frontage. A location to one side of the frontage that facilitates better visibility due to topography, woods, buildings, or other obstructions, may be used.
- Properties with more than one street frontage shall be posted with at least one sign along each street.
- If more than one sign is posted along the same road frontage, such signs shall be posted at least 200 feet apart.
- If the application is a use in a shopping center unit, an additional sign shall be posted at the store front. This sign may be placed in a window or door.
- If a property has no road frontage, the number and location of signs to be posted will be determined by the Planning Office. At least one sign will be required to be posted on the actual property, and at least one sign will be required to be posted along a nearby street, with a note giving distance and direction to the property.

After posting the property, the applicant must return the Affidavit for Sign Posting to the Planning Office within three (3) days of the date of posting.

Failure to notify the Planning Office within three (3) days shall result in the case being removed from the scheduled public hearing.

All signs posted must be maintained in good condition by the applicant until the public hearing. If a sign is damaged or destroyed, a replacement sign must be secured from the Planning Office and posted as soon as it is practical.

The applicant is encouraged to photograph the sign(s) after posting and submit the photograph(s) with the sign posting affidavit.

Section II: Sign Installation

The signs supplied are made of a heavy-duty, water-resistant material (Coroplast and are double sided). The case and hearing information pages are printed on two 11" x 17" pieces of paper to be attached to the signs. Care must be taken in posting so that the signs will last until the hearing. Below is a suggested method for posting. Other methods may be used, but the applicant is responsible for ensuring that the signs remain posted and are legible until the public hearing.

Sign dimensions are twenty-eight (28) inches high by forty-four (44) inches wide and must be posted between three (3) feet and six (6) feet in height.

1. Place case specific signs in designated location on the main sign. (There are two dotted line rectangles showing the location.) Case name and hearing entity sign on the left. Case number, hearing date and time on the right. (See below)
2. Use multiple wire H-stakes and insert in the flutes at the bottom of the sign or use metal stakes and make small holes to allow zip ties to secure signs.
3. Place sign(s) at specified location(s) using at least two (2) stakes to support the sign.

**INSTRUCTIONS FOR INSTALLING
PUBLIC HEARING SIGNS
WITH WIRE H-STAKES**

1. Identify the Components
 - A. Public Hearing Sign

PUBLIC HEARING	
Land Use Case Name	Rezoning PR/225-00000
Planning Commission	22/7/2025 7:00 P.M.
Planning Office 703-792-7615 www.pwcgov.org/planning	
 - B. Wire H-Stake
 

Wire H-Stake
2. Locate the Flutes on the Sign
 

Sign is made of corrugated plastic with vertical channels
3. Insert the H-Stakes Into Sign
 

Sign is made of corrugated plastic with vertical channels
4. Helpful Tips
 - Moisten hard ground or pre-drill a pilot hole if needed
 - Do not hammer stakes
 - Ensure sign faces traffic/pedestrians
4. Place the Sign in the Ground
 



Signs must be removed no more than ten (10) days after the public hearing.

If a property is not posted at least fifteen (15) days prior to the scheduled hearing, or is improperly posted, or if damaged/destroyed signs are not replaced, or if a sign posting affidavit is not filed with the Planning Office within three (3) days of posting, or if other inconsistencies with Section 700.60(3) of the Zoning Ordinance occur, the scheduled public hearing may be deferred for reasons of improper public notice. If deferred, the property will have to be reposted in accordance with these instructions. The applicant should also note that improper public notice may be grounds for invalidating an approved application after approval has been granted.

NOTE: The property must be posted at least twice: once before the Planning Commission public hearing, and once before the Board of County Supervisors public hearing.

SIGN POSTING AFFIDAVIT
Planning Commission Public Hearing

COMMONWEALTH OF VIRGINIA
COUNTY OF PRINCE WILLIAM

This ____ day of _____, 20____, I, _____ hereby make oath that on the ____ day of _____, 20____, public sign(s), as supplied by the Planning Director, were posted on the property that is the subject of this application, in accordance with Section 700.60(4) of the Prince William County Zoning Ordinance, and have been maintained in good condition on said property until this date, and will continue to be maintained in good condition on said property until after the public hearing on this application.

Said signs advise of the location of a public hearing on a request for a rezoning and/or special use permit under the name of case number _____, to be held on the ____ day of _____, 20____, at 7:00 p.m. before Prince William County. Said sign(s) shall be removed within ten (10) days of final action of the Planning Commission or the Board of County Supervisors, in accordance with Section 32-700.60(4)(d).

Planning Commission

Affiant

COMMONWEALTH OF VIRGINIA:
County of _____

Subscribed and sworn to before me this ____ day of _____, 20____, in my County and State aforesaid, by the aforementioned Principal.

Notary Public

My Commission expires _____, 20____

SIGN POSTING AFFIDAVIT
Board of County Supervisors Public Hearing

COMMONWEALTH OF VIRGINIA
COUNTY OF PRINCE WILLIAM

This ____ day of _____, 20____, I, _____ hereby make oath that on the ____ day of _____, 20____, public sign(s), as supplied by the Planning Director, were posted on the property that is the subject of this application, in accordance with Section 700.60(4) of the Prince William County Zoning Ordinance, and have been maintained in good condition on said property until this date, and will continue to be maintained in good condition on said property until after the public hearing on this application.

Said signs advise of the location of a public hearing on a request for a rezoning and/or special use permit under the name of case number _____, to be held on the ____ day of _____, 20____, at 2:00 p.m. or 7:00 p.m. before Prince William County. Said sign(s) shall be removed within ten (10) days of final action of the Planning Commission or the Board of County Supervisors, in accordance with Section 32-700.60(4)(d).

Board of County Supervisors

Affiant

COMMONWEALTH OF VIRGINIA:
County of _____

Subscribed and sworn to before me this ____ day of _____, 20____, in my County and State aforesaid, by the aforementioned Principal.

Notary Public

My Commission expires _____, 20____