



Community and Economic Development Department  
Current Planning Division  
12725 SW Millikan Way / PO Box 4755  
Beaverton, OR 97076  
General Information: (503) 526-2222 V/TDD  
www.BeavertonOregon.gov

**PROJECT NAME:** \_\_\_\_\_  
**FILE NUMBER:** \_\_\_\_\_  
**POST ON SITE NO LATER THAN:** \_\_\_\_\_

**AFFIDAVIT OF POSTING NOTICE**

\* \* \* \* \*

I, \_\_\_\_\_, being first duly sworn; say  
that I am (represent) the party submitting an application to the City of Beaverton for a proposed  
\_\_\_\_\_ affecting land located at \_\_\_\_\_,  
and that pursuant to Ordinance 2050, Section 50.40.5 (Type 2 Applications) or Section 50.45.6-  
8 (Type 3 Applications), and the guidelines set out by the Community Development Director, did  
on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally post public notice(s).  
The notice(s) was (were) posted on or before the deadline date determined by City staff for this  
application.

Signature: \_\_\_\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



## INSTRUCTIONS FOR POSTING NOTICES

**Notice for Type 2 Application:** Pursuant to Section 50.40.5 of the Development Code, not more than ten (10) calendar days after the application has been determined to be or deemed complete, the applicant shall post on the site at least one (1) notice signboard provided by the Director for that purpose. The signboard shall be posted in a conspicuous place visible to the public on or in the vicinity of the property subject to the application. The signboard shall state with minimum two (2)-inch high letters the case file number and the telephone number where City staff can be contacted for more information.

**Notice for Type 3 Application, except Street Vacation and Demolition of Historic Building or Structure:** Pursuant to Section 50.45.8 of the Development Code, not less than twenty (20) calendar days before the decision making authority's hearing, the applicant shall post at least one (1) signboard provided by the Director for that purpose. The signboard shall be posted in a conspicuous place visible to the public on or in the vicinity of the property subject to the application. The signboard shall state with minimum two (2)-inch high letters the case number; the telephone number where City staff can be contacted for more information.

**Notice for Type 3 Street Vacation Application:** Pursuant to Section 50.45.6.C of the Development Code, at least fifteen (15) calendar days before the hearing for the street vacation, the applicant shall post a signboard, provided by the City at cost, at each terminus of the proposed street vacation. The sign shall contain the legend with minimum two inch (2") high letters "NOTICE OF STREET VACATION", the case number, the telephone number where City staff can be contacted for more information, and a statement that includes the date, time and place of the hearing of the City Council before whom the public may testify. The applicant is responsible for assuring that the sign is posted for a continuous period of at least fifteen (15) days.

**Notice for Type 3 Application for Demolition of Historic Building or Structure:** Pursuant to Section 50.45.7.B of the Development Code, the applicant shall post a sign on the property for a continuous period of at least thirty (30) calendar days prior to the hearing. The sign shall be provided by the City and be posted in a prominent and conspicuous place within ten feet of a public street abutting the premises on which the building is located, and shall contain the legend "THIS HISTORIC BUILDING TO BE DEMOLISHED", together with a statement that includes the date, time and place of the hearing of the decision making authority before whom the public may testify. The applicant is responsible for assuring that the sign is posted for a continuous period of at least thirty (30) days.

The notice should be located in a place clearly visible on the subject property. If no public road abuts thereon, the posting shall face in such a manner as may be most readily seen by the public. If the subject property is a corner lot, each street or road shall be posted. People should not have to enter the property to read the sign. The notice should not be obstructed by any trees, shrubs, weeds, etc. It shall be supported and erected on the site so as to be firmly upright and readable for the duration of the posting period. The notice shall be freestanding and not attached to any building, fence, tree, utility pole or like structure unless special circumstances exist which do not allow the usual manner of posting. The Community Development Director shall approve any variance from this procedure. The notice shall not be placed in the vision clearance areas, as stated in Section 210.5 of the Engineering Design Manual (indicated below):

