**Requirements for:**

**HOUSTON PUBLIC HEARING WITH VARIANCE/SPECIAL EXCEPTION NOTIFICATION SIGN**

Site signage must be posted on the property to be replatted 20 days before the Planning Commission’s public hearing. The applicant shall use reasonable efforts to maintain the sign. The applicant is responsible for e-mailing a picture of the sign to staff once the signs are in place.

* Minimum size: 4’ x 8’
* Location: One sign shall be placed within fifteen feet from each right-of-way bordering the site.
* Font Size: Each sign shall face the R-O-W with print large enough to be legible from the ROW.

**SITE SIGN EXAMPLE:**

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| **NOTICE OF PUBLIC HEARING**  The Houston Planning Commission has received an application to allow the (partial) replatting of this property within the subdivision of FULL ORIGINAL SUBDIVISION NAME, LOT#, BLOCK #, recorded in Volume ####, Page #### of the County Map/Deed Records  **THE NEW SUBDIVISION NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **THE REASON FOR REPLAT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **PROPOSED USE OF THE PROPERTY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **REQUESTED VARIANCE or SPECIAL EXCEPTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  The Houston Planning Commission will hold a public meeting to consider this application.  **Meeting Time: Thursday, Month Day, 2023, at 2:30 P.M.**  Two options to join the meeting:    1. Face-to-face meeting location: City Hall Annex Building, 900 Bagby Street  City Council Chamber, Public Level, Houston, Texas  2. Online meeting information: www.houstonplanning.com, or Call: 832-393-6624  Submit comments: Speakercomments.pc@houstontx.gov  For information regarding this application, please contact:  Applicant’s Contact Name with Applicant’s Company Name at (###)###-####)- OR -  The Houston Planning & Development Department at (832)393-6600 |