



**TOWN OF EDGEWOOD  
EARLY NEIGHBORHOOD NOTIFICATION AND RECOGNITION  
ORDINANCE NO. 2006-2**

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## **SECTION 1-PURPOSE**

**PURPOSE OF ORDINANCE.** The purpose of this ordinance is to provide an early neighborhood notification, in the Town of Edgewood for all hearings and preliminary development plans heard before the Planning & Zoning Commission and the Town Council. Early notifications will help ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving citizens the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community.

## **SECTION 2- PROCESS**

**NOTIFICATION PROCESS.** The developer/agent filing an application concerning a matter to be heard by the Edgewood Planning and Zoning Commission or Town Council, must notify (in writing by United States Postal delivery or personal delivery) the affected properties within 500 feet including public rights-of-way of the perimeter of the proposed project and shall post clearly visible notice of a type prescribed by the Town at the proposed site. Addresses of the properties shall be provided by the Community Planning and Development Department. Such notice shall contain information appropriate to inform the neighbors of the nature of the project, including description of the project, its size and intended use, and a time, place and date for a the meeting.

- A. Notification letters must include the following information:**
1. Brief description of proposal including any justification deemed appropriate, (i.e. how the project complies with Town Codes or will clearly facilitate realization of the Comprehensive Plan.)
  2. Zone Atlas Map page.
  3. Legal Description along with actual street names, addresses and intersections.
  4. Site plan-when applicable (should include typical building elevations, location of proposed buildings, street layout and any other relevant information. Site plans do not have to be blueprint final and could be preliminary drawings.
  5. Agent/applicants name, address, phone number.

**B. Sign Posting:**

1. Signs shall be conspicuously located on the property and within twenty (20) feet of any property line that abuts a street.
2. Signs must be placed at the edge of the property closest to the street if the property does not abut a street.
3. The face of the sign shall be parallel to the street. The bottom edge of the sign shall be at least two (2) feet, but not more than seven (7) feet, above grade.
4. No barrier shall prevent a person from coming within five (5) feet of the sign in order to read it.
5. A sign shall be placed on each street frontage abutting the subject property.

