Posted Sign Requirements for Developments Reviewed by the City Planning Commission

This document provides guidance on posted signs required for developments reviewed by the City Planning Commission (CPC). Following amendments to Section 5.28.4 in the Unified Development Code passed in July 2025, fewer projects require public hearing and thus fewer opportunities for community participation are available. On February 19, 2026, the Ann Arbor City Council approved updates to Section 5.28.4 of the Unified Development Code to require **onsite signage for Type 1 and Type 2 projects**.

Deadlines

The property owner or representative must email a photograph to the Planner assigned to the project to verify the sign is posted by the deadline. Applications without verification may have their review cycles paused, and will not be scheduled for CPC review, causing delays. ***Note:*** *Planning and Development Services is not responsible for monitoring, posting, or maintaining signs during the review process.*

When to Post

- Type 1 projects: Within 15 days before the community engagement meeting
- Type 2 projects: Within 15 days after application acceptance

When to Remove

- Within 15 days after either building permit issuance, or petition denial or withdrawal

Sign Specifications

Applicants must post a "Proposed Development Notice" sign on each site frontage for all petitions submitted to the City Planning Commission (SEU, PUD, Rezoning, Site Plan) which meet the specifications below and follow the design template and diagrams provided. ***Note:*** *Signage posted in accordance with this requirement is exempt from Section 5.24 in the Unified Development Code for purposes of area, posting duration, location, and height.*

Size and Placement

- Minimum 3 feet wide by 2 feet tall.
- One sign per site frontage (multiple signs required if site has multiple frontages) in prominent location.
- Visible from the public right-of-way.
- Bottom of signs must sit at least 2 feet above grade.
- Top of sign should be 6.5-7 feet above grade.
- Maximum distance from property line is 10 feet.

Construction

- Durable, all-weather material (e.g., corrugated plastic).
    - Recommended 10-12mm corrugated recyclable plastic
    - 15-18 oz vinyl banner with grommets/zip ties
    - Aluminum Composite Material - ACM
- Metal or wood posts.
- Freestanding or securely affixed to existing structure (e.g., fence or building).
- Non-illuminated.

Design

- Black text on white background for main body.
- Green color blocking allowed for header and footer (per diagram).
- Sans serif typeface.
- Font sizes:
    - Heading: minimum 110-point.
    - Body text: minimum 63-point.
    - Subtext: minimum 50-point.
- Any graphics or plans must be at least 300 dpi resolution and have accompanying captions.

Responsibilities

The property owner or applicant's representative must:

- Contact a sign company
- Arrange for sign preparation and placement by deadline
- Provide photographic proof of posting

Sign Massing (Type 1)

Notice of *[Proposed Development/Rezoning/PUD/SEU]*

File Number (to view on Stream):
Main Address:
Applicant:
Phone Number:
Email:
Community Participation Meeting Date/Time:
Community Participation Meeting Location:
Project Name and Description: *[include proposed zoning, use, development activity, and any other petitions]*

Visit the city's Engage Page for more information

url.a2gov.org/privatedevelopment

Insert rendering(s)/drawing(s)/location map(s) here

Sign posted in accordance with Chapter 55 Unified Development Code. For more information please visit Section 5.28.4 of the Unified Development Code.

Sign Massing (Type 2)

Notice of *[Proposed Development/Rezoning/PUD/SEU]*

File Number (to view on Stream):
Main Address:
Applicant:
Phone Number:
Email:
Project Name and Description: *[include proposed zoning, use, development activity, and any other petitions]*

Visit the project's Engage Page for more information

url.a2gov.org/privatedevelopment

Insert rendering(s)/drawing(s)/location map(s) here

Sign posted in accordance with Chapter 55 Unified Development Code. For more information please visit Section 5.28.4 of the Unified Development Code.

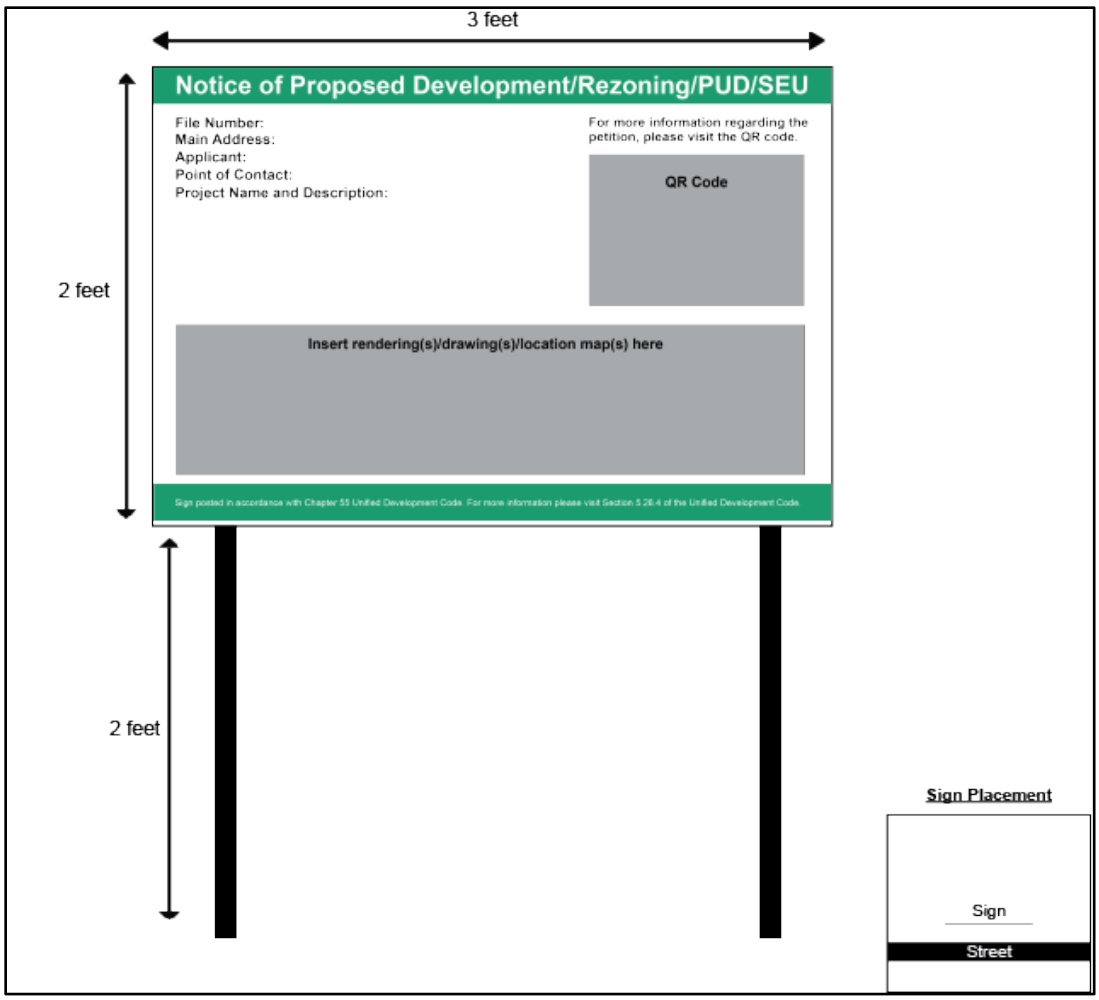
Aa **Arial Bold (110-point font)**

#0a9a6e

Aa **Arial Bold (63-point font)**

Aa Arial Regular (63-point font)

Aa Arial Regular (50-point font)



**If a project is associated with a site plan and a rezoning, include the associated Project (PROJ) file number.*

Advisory

The applicant shall be responsible for installing and maintaining any posted notices in legible condition throughout the entire posting period. The applicant will also be responsible for removing the posted notice at the end of the posting period at the sole expense of the applicant. Any deviations from these requirements may be grounds for delayed review cycle and/or delayed CPC scheduling.

Sign Posting Location

Signs must be posted on the frontage of each site within 10 feet of the right of way and must be visible to pedestrians. The sign must be posted on the site and not placed in the adjacent right-of-way. A 10-foot sight distance is required at the corner of each site.

Sign Posting Location Plan Example

