



PUBLIC NOTICE SIGN REQUIREMENTS FOR NEW COMMERCIAL, MULTI-FAMILY AND MIXED-USE PROJECTS

In accordance with the City's Open Government Policy, all commercial, multiple-family and mixed-use development projects that require review and approval by the Planning and Transportation Commission and City Council shall install a large public notice sign on the project site, that includes graphics representing the proposed development, prior to the first public meeting.

After the project has been deemed complete for processing, staff will provide direction regarding the layout of the sign, the graphic renderings to be used and the project information to be included (as shown on the sign template shown below). Once the sign layout has been approved by staff, the applicant is responsible for fabrication and installation of the sign. Specifications for the sign are as follows:

- The sign shall be a minimum size of four (4) feet tall and six (6) feet wide.
- The height from grade to the top of the sign shall be between six (6) feet and seven (7) feet.
- The sign shall be posted within three (3) feet of the front property line.
- The sign shall be posted in a location that is readily viewable from the adjacent public right of way, sidewalk and/or street.
- The sign shall be printed and installed using durable and weatherproof materials.
- The sign must be installed at least **10 days prior** to the first scheduled Planning and Transportation Commission meeting date in a location that is approved by Planning staff. The sign shall be maintained in its approved location until final action is taken by the City Council.

PUBLIC NOTICE SIGN TEMPLATE

NOTICE OF DEVELOPMENT PROPOSAL
Project Title - 1234 Main Street

Development Renderings
(2-3 renderings)

Project Description:

Applicant (415) 123-4567 email@email.com	Property Owner (650) 123-4567 email@email.com
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Project Planner
To submit comments or get additional information, please contact:
(650) 947-2750
planner@losaltosca.gov

Public Meeting Dates (as scheduled):

8.5x11 space for meeting notice (dashed outline)

8.5x11 space for meeting notice (dashed outline)

8.5x11 space for meeting notice (dashed outline)