



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

For commercial, multiple-family, and mixed-use development projects that require a public hearing, the applicant shall install a public notice sign on the project site a minimum of 30 days before the first public meeting. Staff will provide directions 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 applicant shall be responsible to update the public notice sign with a meeting notice 14 calendar days prior to the meeting at which the application is to be reviewed. The sign shall be maintained in its approved location until final action is taken on the application.
- To document the start date of the posting of the public notice sign and updates to the public notice sign, the applicant shall take a photo of the notice sign and email it to [planning@losaltosca.gov](mailto:planning@losaltosca.gov) with “Proof of Public Notice Posting for <site address>” in the subject line.

### **PUBLIC NOTICE SIGN TEMPLATE**

<b>NOTICE OF DEVELOPMENT PROPOSAL</b>		
<b>Project Title – 1234 Main Street</b>		
	<b>Project Description:</b> _____ _____ _____	
	<b>Applicant</b> (415) 123-4567 <a href="mailto:email@email.com">email@email.com</a>	<b>Property Owner</b> (650) 123-4567 <a href="mailto:email@email.com">email@email.com</a>
	<b>Project Planner</b> To submit comments or get additional information, please contact: (650) 947-2750 <a href="mailto:planner@losaltosca.gov">planner@losaltosca.gov</a>	
	<b>Public Meeting Dates (as scheduled):</b>	