RESOLUTION NO. 3404
EXHIBIT B

PROJECT SITE SIGN POSTING STANDARDS AND PROCEDURES

Projects Requiring Sign Posting: (Any entitlement permit requiring a public hearing)

Annexations	Planned Development Permits
Conditional Use Permits	Specific Plans
General Plan Amendments	Tentative Tract Maps/Subdivision

Signs: Residential (one single family & two family) - 3' X 2'
Commercial (existing structures/additions) - 4' X 4'
All other (new development) - 4' X 8'

Sign Color: White

Sign Material: Use 1/2" MDO plywood or 1/4" coroplast (corrugated vinyl)

Sign Height: Shall not exceed six (6) feet in height. 4"x4" wood posts shall be used on the MDO plywood signs and 2"x4" wood posts with 1"x3" stringers to support the signboard on the coroplast signs.

Letter Size: Refer to Sign Exhibits

Letter Type: Shall be professionally lettered, preferably with professional type using Aerial, black, or a similar type front such as Gothic Sans Sara.

Location: Shall be no further than ten (10) feet within the property line and not less than five (5) feet inside the property line. On corner lots, signs shall not be installed in the "traffic sight area" which is a 10-foot by 10-foot, 45° triangle area on the corner. The sign shall be installed in the area most visible to the public.

Exceptions: Where the project sign posting is determined by City staff to be difficult to post on a project site (i.e., visibility of the sign, etc.) the notice in accordance with the sign standards above should still be followed. However, an alternative building material may be used with Planning approval prior to construction and erection of the sign.

Other Specifications:

1. The sign(s) shall not be illuminated.

2. One sign shall be displayed per street frontage of the property to which it refers. Additional signs may be required at the discretion of the Planning Director.

3. The sign(s) shall have one section lettered in Spanish directing Spanish speaking people to a telephone number where information may be obtained in Spanish.

General Requirements:

1. The signs shall include the following information:

   a. The appropriate heading (Example: Notice of Public Hearing on Proposed Development) and the case number.

   b. Appropriate contents as to the type of development, number of units etc. (Example: Proposed on this site: 62 townhomes.) Do not use descriptive words such as "luxurious" or "elegant". Lettering may be adjusted to fit description of project, but shall not be less than two inches.

   c. Information regarding the public hearing date, time and location.

   d. The name of the developer/applicant and the City Planning Department contact names and phone numbers.

2. The specific information to be inscribed on the sign shall be approved by the project planner prior to installation.

3. The sign shall be installed no later than eleven (11) days prior to the hearing date.

4. The dates on the sign shall be changed for Commission items continuing on to the City Council or continued by the Planning Commission.

5. Signs must stay in place eleven (11) days after the hearing, in case of an appeal and must be removed within two weeks after final action (ex. approval) by the City. Notify the case planner of the date of removal.

6. An affidavit certifying that a notice of public hearing sign was posted on the project site may be obtained from the Planning Department and must be completed at least eleven (11) days prior to the date of the public hearing. The affidavit information must also include a picture of the sign with each date change.

7. Removal of graffiti on the sign and reapplication of missing sign information shall be completed within 24 hours.

City of Santa Paula
Affidavit Certifying the
Installation of a Notice of Public Hearing Sign

Please complete the following affidavit and mail or deliver it to: City of Santa Paula, Planning Department, PO Box 569/93061 or 200 South 10th Street, Santa Paula, CA **93060, no later than 11 days prior to the hearing.**

I, _____ hereby certify that on ___/____/____ I installed

a notice of public hearing sign at the property known as _____

for which the entitlement application number _____ is being considered

by the Planning Commission on ____/____/____.

I also hereby agree to meet the specifications and general requirements as stated in Resolution No. 3404, Exhibit B, attached

I also hereby submit a photo of the sign as it was installed on the property and will submit **additional certifications and photos** of the sign indicating any changes and/or dates for this and any subsequent public hearings.

I also hereby agree to **maintain** the sign in place for a period of **11 days before** each public hearing (Planning Commission and/or City Council) and for the **10-day appeal period following** each public hearing and action on the project. I also agree to **remove** the sign within **four (4) days** after the 10-day **appeal** period of the final action. I will also notify the Planning Department at 805-933-4214, when the sign is removed.

Date: _____ Signature: _____

Phone #: _____

6"

NOTICE OF PUBLIC HEARING

4"

ON PROPOSED DEVELOPMENT

3"

Project Number _____

1 1/2"

Description of project proposed on this site:

_____

_____

2"

PUBLIC HEARING

DATE: _____

1 1/2"

TIME: _____

LOCATION: _____

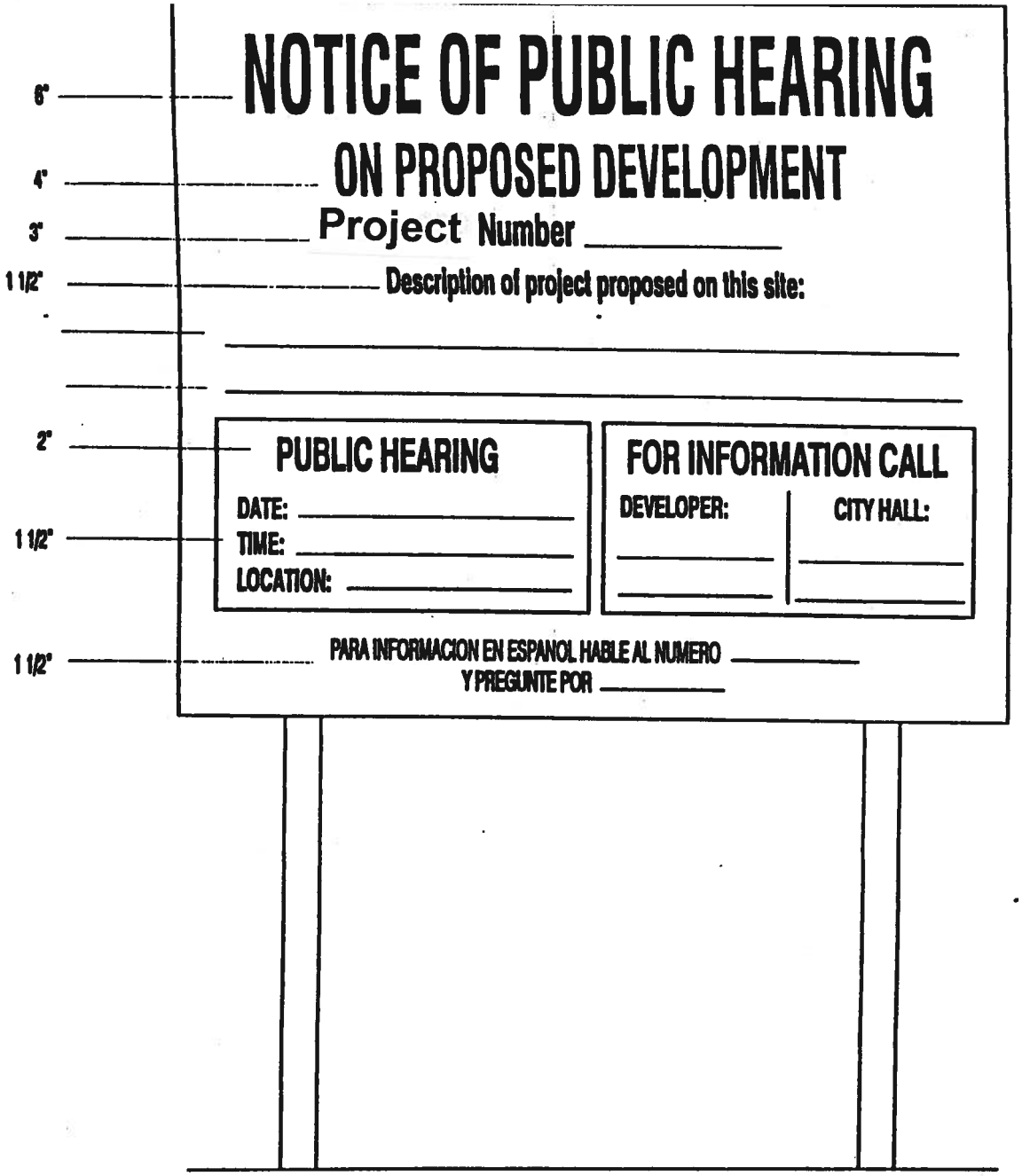
FOR INFORMATION CALL

DEVELOPER:	CITY HALL:
_____	_____
_____	_____

1 1/2"

PARA INFORMACION EN ESPANOL HABLE AL NUMERO _____
Y PREGUNTE POR _____

4' x 8' PUBLIC HEARING SIGNS / SCALE 1"= 1'-0"



4' x 4' PUBLIC HEARING SIGNS / SCALE 1" = 1'-0"

NOTICE OF PUBLIC HEARING ON PROPOSED DEVELOPMENT

Project Number _____

Description of project proposed on this site:

_____

_____

PUBLIC HEARING	FOR INFORMATION CALL	
DATE: _____	DEVELOPER:	CITY HALL:
TIME: _____	_____	_____
LOCATION: _____	_____	_____

PARA INFORMACION EN ESPANOL HABLE AL NUMERO _____
Y PREGUNTE POR _____

3' x 2' PUBLIC HEARING SIGN / SCALE 2" = 1'-0"

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