

## PROJECT SITE SIGN POSTING STANDARDS AND PROCEDURES

**Projects Requiring Sign Posting:** (Any entitlement permit requiring a public hearing AND certain Design Review Applications per SPMC Chapter 16.226, *Design Review*)

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

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

**Sign Color:** White

**Sign Material:** Use ½" 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 font 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 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, size, etc. may be used with Planning Director 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.

RESOLUTION NO. 3404  
EXHIBIT B

**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 am hereby submitting a photo of the sign as it was installed on the property and will submit additional certifications and photos of the sign for this and any subsequent public hearings.

I hereby agree to remove this sign no later than eleven (11) days of final action by the City and will notify the Planning Department.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone #: \_\_\_\_\_

# NOTICE OF PUBLIC HEARING ON PROPOSED DEVELOPMENT

Project Number \_\_\_\_\_

Description of project proposed on this site:  
\_\_\_\_\_  
\_\_\_\_\_

## PUBLIC HEARING

DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_  
LOCATION: \_\_\_\_\_

## FOR INFORMATION CALL

DEVELOPER: _____ _____	CITY HALL: _____ _____
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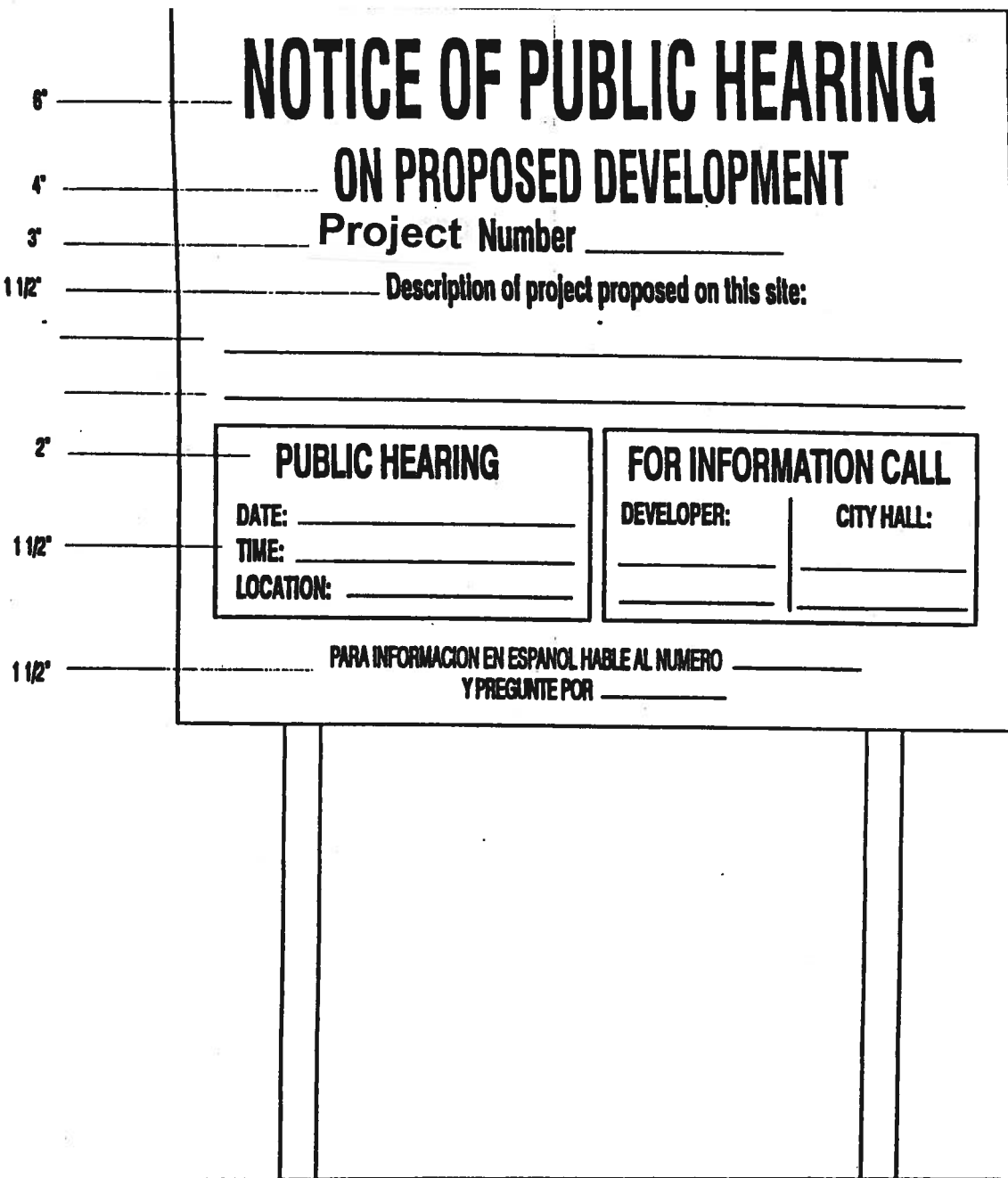
PARA INFORMACION EN ESPANOL HABLE AL NUMERO \_\_\_\_\_  
Y PREGUNTE POR \_\_\_\_\_

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

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

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# NOTICE OF PUBLIC HEARING ON PROPOSED DEVELOPMENT

Project Number \_\_\_\_\_

Description of project proposed on this site:

\_\_\_\_\_

\_\_\_\_\_

## PUBLIC HEARING

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

## FOR INFORMATION CALL

DEVELOPER: \_\_\_\_\_

CITY HALL: \_\_\_\_\_

PARA INFORMACION EN ESPANOL HABLE AL NUMERO \_\_\_\_\_  
Y PREGUNTE POR \_\_\_\_\_

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

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## Cost Estimate of Public Hearing Signs

3' X 2' Sign	\$ 140 1/2" MDO (medium density overlay) plywood, includes installation
	\$ 90 1/4" Coroplast (corrugated vinyl), includes installation
4' X 4' Sign	\$290 1/2" MDO plywood, includes installation
	\$150 1/4" coroplast (corrugated vinyl) ), includes installation
4' X 8' Sign	\$360 1/2" MDO plywood, includes installation
	\$250 1/4" Coroplast (corrugated vinyl), includes installation