



City of Sebastopol

On-site Noticing Requirements

Pursuant to Municipal Code §17.330.B(5), for projects involving development of 10,000 square feet or greater, 10 lots or greater, or 10+ dwelling units, a sign meeting the following specifications shall be posted on the project site at least 30 days in advance of any required public hearing:

1. The size of the sign shall comply with the following table:

Parcel Size	Sign Area
Under 6,000 s.f. or store front	6 s.f.
6,000 – 20,000 s.f.	12 s.f.
20,001 s.f. – 1+ acre	24 s.f.

2. The sign shall not exceed 6' in height.
3. The sign shall be placed no less than 5' behind the property line in residential zoning districts, and not less than 1' behind the property line for commercial and industrial zoning districts.
4. The sign shall be located in a position most visible to the public, but not within a required vision triangle.
5. The sign shall not be illuminated.
6. One sign shall be displayed on each public street frontage of the subject property.
7. The on-site signs shall adhere to the following design standards:

Board Materials	Color	Letter Size	Font Style	Installation
Painted plywood Sentra Porcelain Medium Density Overlay (MDO)	Background: Royal blue Letter Copy: White	Title: 3.25" Main Body Text and Hearing Info: 2.75"	Univers	Set posts a minimum of 18" in the ground, set in sand

8. Evidence of a contract with a local sign company to install the required on-site notice must be included in a complete project application packet. The contract must specify that any necessary change in copy related to hearing dates and times can be accomplished within 2 working days of notification. Contract also needs to specify an individual contact person responsible for installation and changes of copy.
9. Not more than ten (10) days after an application is filed, the required sign must be posted on the project site with all required information except a specific hearing date. The Planning Department will provide the applicant with a sample notice that includes all required information.
10. On or before the required date of posting, a professional sign company must prepare and install the sign, and the applicant shall submit to the Planning Department a signed affidavit verifying installation of the sign.
11. Upon determination that an application is complete, the Planning Department will inform the applicant of the hearing date and the applicant shall insure that the hearing date is added to the sign.
12. If more than one public hearing notice is required, the sign copy must be changed after the first hearing, at least 10 days prior to the second hearing for which a notice is required.
13. The sign shall be removed by the applicant within 15 days after the last required public hearing.

[Sample]

City of Sebastopol

Notice of Intent to Develop

Project name: [insert name of development]

Location: [insert address]

Applicant: [insert applicant name and phone number]

Description: [insert description of site acreage, number and type of residential units, square footage of non-residential uses, etc.]

Public Hearing: [insert date of public hearing if known; if not known, insert 'to be determined']

For more information: Sebastopol Planning Department (707) 823-6167