



CITY OF ARROYO GRANDE

POLICY FOR

POSTING OF PROJECT SIGNS

The following is an outline of the Community Development Department's policy and procedure for the posting of Project Signs announcing public hearings.

- All applicants proposing any of the projects listed below are required to post a Project Sign a minimum of twelve (12) calendar days prior to the date of the public hearing.

√ Conditional Use Permits	√ Specific Plans	√ Vesting
√ Development Code Amendments	√ Surface Mining Permits	√ Tentative Maps
√ General Plan Amendments	√ Tentative Maps	√ Zoning Map
√ Planned Unit Developments	√ Variances	√ Amendments

- A description of the policy and sign specifications shall be distributed with application forms.
- When the hearing date is set, the project planner shall inform the applicant of the hearing date and remind the applicant of the sign policy.
- Twelve (12) days prior to a scheduled hearing, staff shall take a photograph of the sign to verify proper posting and place the dated photograph in the project file.
- If the sign is not posted, or is incorrect, the applicant shall be notified and have two (2) days to adequately sign the project.
- A statement detailing the adequacy of the sign posting (date, location) shall be placed in the staff report.
- In the event that the project has not been adequately posted, staff will recommend continuance of the hearing until such time that the project has been adequately posted in conformance with this sign posting policy.

SIGN SPECIFICATIONS

1. Size: Shall be thirty-two (32) square feet in sign area, measuring 8' x 4'. Smaller signs may be permitted with approval by the Community Development Director on a case by case basis, but no sign shall be smaller than six (6) square feet, measuring 3' x 2'.
2. Height: Shall not exceed eight (8) feet, nor shall bottom of sign be less than two (2) feet off the ground.
3. Location: Not more than five (5) feet inside the property line in residential zones, and not more than one (1) foot inside the property line in commercial and industrial zones. Sign shall be located in an area most visible to the public.
4. Other Restrictions:
 - a. Signs shall not be illuminated.

- b. Only one such sign may be displayed per street frontage on the property to which it refers. For properties with more than one street frontage, only one sign shall be required and must be placed in the most visible location. For some properties, more than one sign may be required by the Community Development Director.
5. Signs shall be erected a minimum of twelve (12) days prior to the scheduled hearing on the development application.
 6. Signs shall include all of the following factual information:
 - a. Appropriate heading.
-Example: Notice of Public Hearing on Proposed Development)
 - b. Appropriate content as to type of project, number of units, etc.
-Example: Proposed on this Site: 25 Single-Family Homes
-May not use descriptive words such as “luxurious”, “elegant”, etc.
 - c. Public hearing date, time, and location.
 - d. Developer and City phone numbers.
 7. Dates of hearings shall be changed for Planning Commission items continuing to the City Council. The said date shall be changed a minimum of twelve (12) days prior to the City Council hearing. If the Planning Commission and City Council hearing days are known, both dates may be shown on the sign.

Failure to properly post a project sign may result in continuance of scheduled project hearing.

