



PROJECT SIGN REQUIREMENTS FOR SINGLE-FAMILY RESIDENTIAL DESIGN REVIEW

For single-family residential design review projects that require a public hearing, the applicant shall install a public notice sign on the project site within 30 days after the first comment letter from the City. 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 two (2) feet tall and three (3) feet wide.
- The height from grade to the top of the sign shall be between four (4) and six (6) feet tall.
- 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. If the sign is damaged during the planning review of the project, the applicant shall replace the sign in a reasonable period.
- 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 with “Proof of Public Notice Posting for <site address>” in the subject line.

PUBLIC NOTICE SIGN TEMPLATE

NOTICE OF DEVELOPMENT PROPOSAL
Project Title - 1234 Main Street

Development Renderings
(2-3 renderings)

Project Description:

Applicant (415) 123-4567 email@email.com	Property Owner (650) 123-4567 email@email.com
--	---

Project Planner
To submit comments or get additional information, please contact:
(650) 947-2750
planner@losaltosca.gov

Public Meeting Dates (as scheduled):

8.5x11 space for meeting notice (dashed outline)

8.5x11 space for meeting notice (dashed outline)

8.5x11 space for meeting notice (dashed outline)