



City of Los Altos

Planning Division

PUBLIC NOTICE SIGN REQUIREMENTS FOR PLANNING PROJECTS

For all planning projects that require a public hearing, the applicant shall install a public notice sign on the project site a minimum of 30 days before the first public hearing. The sign shall be designed to conform with the requirements and template shown below. A draft of the sign shall be approved by the project planner before the sign is posted onsite. Once the sign layout and content 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 constructed of durable and weatherproof materials.
- The sign shall be maintained in its approved location until final action on the application is taken.
- To document the start date of the public notice sign, the applicant shall take a photo of the public notice sign and email it to planning@losaltosca.gov and their project planner 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	
Project Description: (to be determined by planner) _____ _____	
Applicant: Name: _____ Phone: _____ Email: _____	Property Owner: Name: _____ Phone: _____ Email: _____
Project Planner: To submit comments or get additional information, please contact: Name: _____ Phone: _____ Email: _____	