



# NOTICE BOARD REQUIREMENTS

Any Single-Family or Duplex additions or new construction requiring a public hearing are required to post a notice which contains a streetscape elevation, all noticing language and it shall be visible from a passing car. The following provides information on the Notice Board requirements.

The purpose of the notice board is to provide neighbors with a visual tool to evaluate the proposed construction for projects exceeding a 45% Floor Area Ratio, or 3,600 square feet or greater, or it includes a two-story element. These types of projects require public review and comment.

## Notice Preparation

Planning Division staff will prepare the notice once the Planning Application is complete and ready for public review. Staff will prepare a 2 feet x 3 feet notice which contains the following:

- Property Address
- Project information
  - Proposed additions;
  - Total floor area (including garage and detached structures); and
  - Floor Area Ratio
- City contact information for public inquiries
- Length of comment period or date of Planning Commission Hearing and related information
- Streetscape elevation

Staff will notify the project applicant once the notice has been prepared. In addition, staff will also inform the applicant of the date the notice must be posted by and the duration of the notice. A posting verification form will be provided to the applicant, which must be completed, signed by the property owner and submitted to the project planner before a decision can be made.

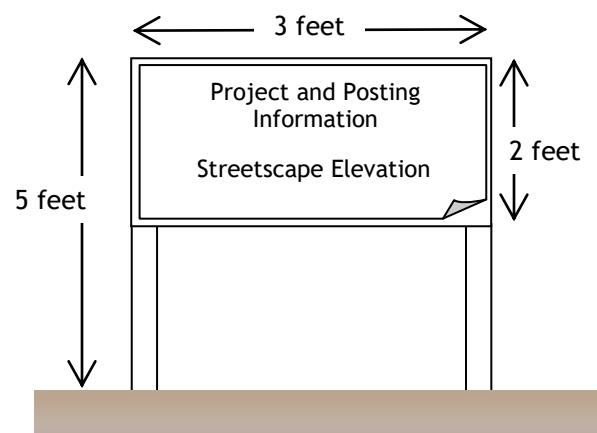
## Posting

The project applicant is responsible for posting the notice at the subject property and ensuring that the notice remains in a legible condition during the required timeframe. The notice shall include the following:

### Notice Board

- **Location:** Within 1 foot of the front property line or 2 feet of the back of sidewalk.
- **Board Size:** At least 2 feet by 3 feet.  
*The board may be composed of foam core or plywood.*
- **Post Height:** The top of the notice board shall be at 5 feet from grade.
- **Duration of Posting:** From the start of noticing period (14 days) until action has been taken on the application and after the appeal period has passed.
- **Rainy Season:** Applicant shall laminate notices that are required to be posted during the rainy season (October through April).

### Notice Board Example





# NOTICE BOARD VERIFICATION

Any Single-Family or Duplex additions or new construction requiring a public hearing are required to post a notice which contains a streetscape elevation, all noticing language and it shall be visible from a passing car. The project applicant shall provide verification that the posting has been installed.

Planning Application Number: \_\_\_\_\_ Date: \_\_\_\_\_

Notification Period: \_\_\_\_\_ through \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Applicant: \_\_\_\_\_

Project Applicant Address: \_\_\_\_\_  
Number Street City, State Zip

Property Owner: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_  
Number Street City, State Zip

I ☐ Project Applicant ☐ Property Owner hereby certify that the required notice board was posted as required

at the project site on \_\_\_\_\_ through \_\_\_\_\_.

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

Attach Photo of Notice Board installed at the project site.