
On-Site Public Hearing Signs

WHAT IS AN ON-SITE SIGN FOR CITY OF SANTA ROSA PUBLIC HEARINGS?

Notification of Public Hearings is a legally mandated process to ensure that the public is made aware, in advance, that a proposed project will be considered by a decision-making body in a public forum.

As one means of giving notice, a sign must be installed on the site of the proposed project in advance of the public hearing. The sign must describe the proposed project and give the date, time and location of the public hearing.

WHEN IS AN ON-SITE SIGN REQUIRED?

A public hearing must be held when a proposed action involves rezoning, pre-zoning, General Plan Amendment, subdivision, some use permits or other proposed actions which need public comment.

WHEN MUST AN ON-SITE SIGN BE INSTALLED?

An on-site sign must be installed on or before the following deadlines:

- 10 days prior to a public hearing
- 20 days prior to a public hearing if the public hearing notice is combined with a notice of Negative Declaration.

WHAT ARE THE SPECIFICATIONS FOR A PUBLIC HEARING SIGN?

The Zoning Code of the City of Santa Rosa reads:
Section 20-08.1036 (EE) On-site Signs Required for Public Hearing Notification:
On-site signs for public hearing notification before City agencies shall conform to the following specifications and operational procedures.

1. Size

Lot Size	Sign Size
6,000–20,000 sq ft.....	12 sq. ft.
>20,000 sq ft.....	24 sq. ft.
1+ acre.....	32 sq. ft.
<6,000 sq ft or store front.....	6 sq. ft.
2. Height: Not to exceed 6 feet in total height
3. Location: Not less than 5 feet inside the property line in residential zones and not less than 1 foot inside the property line for commercial and industrial zones (not within the vision triangle) in the area most visible to the public
4. Other restrictions:
 - a. Shall not be illuminated
 - b. One such sign must be displayed for each public street frontage of subject property
 - c. Removal is required within 15 days after the noticed public hearing
5. Verification: On or before the required date of installation, the applicant or the applicant's representative shall submit to the Department of Community Development, a signed affidavit of installation of an on-site sign
6. The area of the copy shall conform to the standards adopted by the Design Review Board. (see below)

DESIGN REVIEW BOARD STANDARDS

The Design Review Board has adopted the following standards for on-site public hearing signs:

1. Board Materials:

Painted plywood	3. Style of type: Univers Condensed	5. Installation: Minimum of 18" in the ground, set in sand
Sentra		
Porcelain	4. Logo: Official City of Santa Rosa seal and logo	
Medium density overlay (MDO)		
2. Color:
Reflex Blue (or similar) background with white or pearl grey lettering

EXAMPLE OF ON-SITE PUBLIC HEARING SIGN

ON-SITE PUBLIC HEARING SIGNS

x'- x''

x'- x''

NOTICE OF PUBLIC HEARING

PROPOSED ON THIS _____ ACRE SITE
(approximately _____ ft X _____ ft)

DEVELOPMENT OF _____
(operation/use) (rezoning/tentative map etc.)

A Negative Declaration is available for review and comment at
Santa Rosa City Hall, Department of Community Development, Room 3.

For further information call: (project planner's name) at 543-3xxx

PUBLIC HEARING: PLANNING COMMISSION

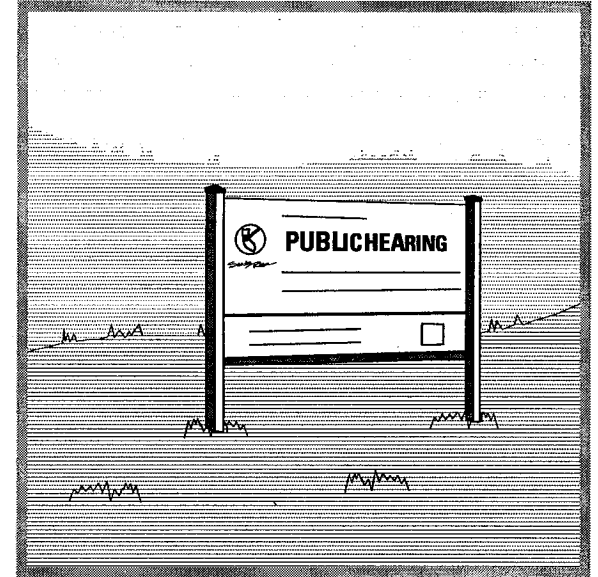
DATE: _____

TIME: _____

LOCATION: City of Santa Rosa Council Chamber, 100 Santa Rosa Avenue

x'- x''

Describe Project



WHAT HAPPENS IF MORE THAN ONE PUBLIC HEARING IS REQUIRED?

If a proposed action requires more than one public hearing, the sign text must be changed after the first public hearing, at least 10 days prior to the second public hearing (15 days prior to an annexation protest hearing).

HOW AND WHEN WILL THE TEXT OF THE ON-SITE SIGN BE DETERMINED?

When a date for public hearing has been assigned, the project planner will send a sample notice to the applicant. The planner will identify the date the sign is required to be installed on the project site. A professional sign company must prepare and install the sign on or before the required date.

CITY OF



Santa Rosa

DEPARTMENT OF COMMUNITY DEVELOPMENT