

Public Notice

SIGN GUIDELINES



To encourage an engaged public review process, the County of Santa Clara requires on-site signage notifying the public of certain development proposals. Application types include use permits, major subdivisions, and certain categories of single-family residential development, detailed in *Board Policy 7.17: Early Public Notification and Outreach Policy for Private Development Proposals*.

Sign Template

The Planning Office utilizes a uniform sign template that includes summary project information, contact information, and a QR code/ web site address where more information can be found. The project planner will provide the project-customized sign face in electronic format to the applicant. The applicant will then arrange for a printing service or sign company to produce a durable notice sign.

The applicant would be responsible for installing the sign, and documenting its installation.



Timing

Project notification signs must be installed within 30 days following the date the application was received by the Planning Office. The applicant shall provide a photo within the 30-day time frame confirming that this requirement has been satisfied.

Signs must remain on the project site during the time the application is actively being processed, and must be removed after an action to approve or deny the application has become effective.

Location

Signs must be securely installed on the subject property in a manner and location most visible to the public, and must be within five (5) feet of the public right-of-way upon

which the lot fronts. Lots fronting on two or more public rights-of-way shall have one sign on each right-of-way that fronts the property. Signs shall not be located where they might result in unsafe sight obstruction, per Ordinance Code Section B17-69.

For lots with no direct frontage on a public right-of-way, the sign shall be placed adjacent to the private road along which access is taken.

Where remote location or other lot circumstances would preclude practical or effective project notification signage, mailed notices may substitute for sign installation at the discretion of the planning manager.

Size

For Level 1 projects, minimum 18" x 24".

For Level 2 projects, minimum 36" x 48".

Project categories are detailed in *Board Policy 7.17: Early Public Notification and Outreach Policy for Private Development Proposals*.

