



# City of Gilroy

COMMUNITY DEVELOPMENT DEPARTMENT  
7351 Rosanna Street, Gilroy CA 95020  
(408) 846-0451 (408) 846-0429 (fax)  
[www.cityofgilroy.org](http://www.cityofgilroy.org)

## Planning Division Policy PP 2009-31 Project Notification Sign Specifications

Section 51.32 of the Zoning Ordinance requires signs to be installed on the sites of proposed projects. The purpose of the signs is to provide an additional form of notification to residents of our City about proposed projects. This form provides detailed information regarding the required signs, their content and placement.

### Projects that Require Notification Signs:

1. Types of Projects that Require Signs: Most projects submitted to the Planning Division will require the installation of project notification signs. The Ordinance identifies general categories of projects that require such signs; Major Projects and Minor Projects. The types of projects included in each of these categories are listed below:
  - a. Major Projects:
    - i. Subdivisions of 5 lots or more
    - ii. Architectural and Site applications that involve the construction of new buildings on the property
    - iii. Zoning text and map amendments that do not affect properties City-wide
    - iv. General Plan Amendments that do not affect properties City-wide
    - v. RDO Allocation (all categories)
  - b. Minor Projects:
    - i. Subdivisions of 4 or less lots
    - ii. Architectural and Site applications that do not involve the construction of new buildings on the property
    - iii. Conditional Use Permits
    - iv. Variances

### Sign Specifications:

2. Sign Sizes: The sizes of signs required for each Project category are listed below:
  - a. Major Projects: Four (4) foot by eight (8) foot billboard-type signs, no more than eight (8) feet in height.
  - b. Minor Projects: Two (2) foot by three (3) foot sign billboard-type signs, no more than six (6) feet in height.

3. Sign Material: All signs shall be constructed of durable, weather-resistant materials.
4. Number of Signs per Site: One sign per project site is required.
5. Sign Locations: Signs must be located between five (5) and ten (10) feet from the front property line in a location that is clearly visible from the adjacent street.
6. Message on Signs: A maximum of 75 percent of the sign area must be used to provide a general description of the proposed project (e.g., the number of homes, size and type of commercial/industrial building, etc.) the name and contact of the project applicant. The remainder of the sign (at least 25 percent) must be used to advise the public of the availability of additional information about project by including the specific following wording:

For more information about the proposed project, please contact the City of Gilroy Community Development Department, Planning Division, 7351 Rosanna Street, Gilroy, CA, 95020, (408) 846-0451 and refer to File No. \_\_\_\_\_.

*(The file number will be assigned to the application at the time of its submittal)*

The sign message must be written in a manner that is easily understood and clearly readable from the adjacent right of way. The Title should be a minimum of 4" tall bold font. The description should be not less than 2" tall, and preferably 3" tall bold font letters. The remainder of text should be not less than 2" tall letters.

A sample sign message is attached to this form.

#### **Sign Installation and Maintenance:**

7. Submittal of Plans: Prior to installation of the Project Notification Sign, plans for the sign shall be submitted to and receive approval from the Community Development Department. The plans shall include the following:
  - a. Detailed elevation of the sign, showing the proposed sign size, materials, colors and proposed wording, including letter height and font.
  - b. Site plan showing the location on the property where the sign will be installed.
  - c. Installation details showing a cross section through the sign and other installation information including materials and means of affixing to the ground.
8. Timing of Installation and Removal: Signs are required to be installed a minimum of ten (10) days prior to the date of a public hearing or administrative decision by the Community Development Department. Signs must remain on the project site until the city renders a decision on the project and the 20 day appeal time has expired. Signs are required to be removed within seven (7) days after the appeal period has expired and decision made final.
9. Maintenance of Signs: All signs must be well maintained throughout the review and approval process.

10. Documentation: The project applicant must submit a signed affidavit that states the property sign has been installed consistent with the terms of the ordinance and these standards along with a photo of the sign on-site. A copy of that affidavit is attached to this form. No project approvals may be granted sooner than ten (10) days following receipt of the affidavit.

## Sample Project Identification Sign

### **OAK TREE PLACE**

**14 new single-family detached homes, by ABC  
Development Inc., are proposed for this site.**

For more information about the proposed project, please contact the City of Gilroy  
Community Development Department, Planning Division, 7351 Rosanna Street, Gilroy, CA  
95020, (408)846-0451 and refer to File No. \_\_\_\_\_.



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## AFFIDAVIT OF PROJECT NOTIFICATION SIGN INSTALLATION

Project Application Number: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Contact Information:

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

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

### AFFIDAVIT

I hereby acknowledge that I have installed and maintained the Project Notification Sign approved by the Community Development Department in a manner consistent with the provisions of Section 51.32 of the Zoning Ordinance and Planning Division Policy PP 2009-31, Project Notification Signs Specifications.

I hereby agree to hold harmless the City of Gilroy, its officers, agents and employees from any liability or claims for damages to property caused by or arising out of the activities authorized by installation and maintenance of this sign.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date sign installed: \_\_\_\_\_