Planning Division Policy PP 2009-31
Project Notification Sign Specifications

Section 30.51.32(b)(4) of the Zoning Ordinance requires project notification signs to be installed for most discretionary planning applications, regardless of whether additional notification is required.\(^1\) The sign must be installed on the site of proposed development \textit{at least 10 days prior} to the public hearing or decision date. The requirements for projects that require notification are as follows:

**Projects that Require Notification Signs:**

1. Project Notification Signs are required for the following types of projects:
   a. Major Projects:
      i. Subdivisions of 5 lots or more
      ii. Architectural and Site applications that involve new construction
      iii. Zoning text and map amendments on site specific properties (not City-wide)
      iv. General Plan Amendments on site specific properties (not City-wide)
   b. Minor Projects:
      i. Subdivisions of 4 or less lots
      ii. Architectural and Site applications that do not involve new construction
      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.

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\(^1\) Notification signs are \textbf{not required} for decisions involving minimal or no discretion such as approval of a minor modification, sign permit and or similar over the counter decisions. Notification requirements for Protected Tree Removal are contained in Section 30.38.270(e).
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: Signs for public hearing shall include the require wording of section 30.51.32(c). 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.) and the name 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) 846-0440 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. A sample sign message is attached to this form.

Sign Installation, Maintenance and Removal:

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 the public hearing or project approval 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 seven (7) days after the final decision (either original decision or the appeal decision) on the project has been rendered.

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. 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.

11. Duration and Removal: The sign must remain on-site through the appeal period and removed within 7 days after the appeal period ends (if no appeal is filed).