

## **On-Site Noticing/Posting Requirements**

### **Permits which require on-site noticing:**

All planning permits require on-site noticing with the exception of permit adjustments, lot line adjustments, sidewalk café permits, and other administrative permits.

### **Size:**

#### Small Signs (11" x 17")

For planning permits related to the construction, renovation, demolition, or expansion of a single-family house or duplex, for changes to the historic status of a single-family house or duplex, or for tree removal permits proposing the removal of up to three trees, signs shall be 11" x 17" and shall be made of card stock paper laminated with plastic.

#### Standard Signs (2' x 3')

For Standard Development proposals, as defined by the [City of San Jose's Public Outreach Policy](#), and for tree removal permits proposing to remove more than three trees (except on single-family lots), signs shall be 2' x 3' and shall be constructed of wood or metal and secured to the ground with 2" x 2" post(s). Heavy card stock laminated with plastic may be determined appropriate for certain types of projects.

#### Large Signs (4' x 6')

For Large Development Proposals, as defined by the City of San Jose's Public Outreach Policy, signs shall be 4' x 6' and shall be constructed of wood or metal and secured to the ground with 4" x 4" posts.

### **Number and placement on the site:**

- With one exception, on-site notices shall be placed on each street frontage of the site. The exception is that, for permits related to an individual single-family or duplex property on a corner lot, only one notice is required along the front of the property. If a street frontage is over 600 feet long, a second notice is required along that street frontage.
- Notices must be posted within 10 feet of a street-side lot line, must be visible to pedestrians and motorists, and shall not be posted in the public right-of-way.
- Small (11" x 17") and Standard (2' x 3') size on-site notices shall not be placed more than six feet or less than four feet above grade, as measured from the top edge of the notice. Large (4' x 6') notices shall not exceed eight feet above grade. Where an existing building or fence is within 10 feet of a street-side lot line, on-site notices can be securely attached to the side of the building or to a fence. On-site notices cannot be affixed to the outside of a window.

## **Contents of Notice**

The contents of the notice will be provided to the applicant within 30-45 days of filing an application to the City. Notices will include the following information:

- Project Description
- Project Address or Location, if there is no address
- Project File Number
- Name of the Applicant
- Council District
- Statement that more information is available by:
  - Visiting the City of San Jose's On-Line Permitting web page at <https://www.sjpermits.org>
  - Contacting the Planning Project Manager (the Planning Project Manager's name, email, and phone number will be included)
  - Visiting the Planning Division's Public Information Counter
- Statement that information in Spanish and Vietnamese can be obtained by contacting the Planning Division at a name and number to be provided

The City of San Jose logo shall also be included on all on-site notices. The applicants can also, at their discretion, include their contact information on the onsite notice, but this is not required.

## **Timing of Placement**

On-site notices shall be placed on site within 30-45 working days of the filing of a development application.

## **Replacement of Signs**

The applicant is responsible for replacing any missing, damaged, or vandalized signs upon request of the City.

## **Removal**

The applicant shall remove the on-site notices within 10 working days of a final decision on the permit request.

## **Verification of Placement**

The applicant shall submit a signed declaration confirming that the on-site notices have been installed consistent with these specifications and stating when the on-site notice(s) were installed. Additionally, the applicant will submit a photo showing the on-site notices(s) installed on the subject property.

**DECLARATION OF POSTING**

I, \_\_\_\_\_ (name), do hereby declare as follows:

1. I have posted a public on-site notice on \_\_\_\_\_ (date) on the project site consistent with the City of San Jose’s requirements for on-site notices under City Council Policy Number 6-30.
2. I have attached photographs with this declaration showing the duly posted public notices on the project site.
3. I inspected the sign on \_\_\_\_\_ (date) to confirm that the notice was still posted.
4. I will replace the notice at least once, if the notice is damaged or removed during the requisite noticing period.

I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct EXECUTED ON THIS DAY, \_\_\_\_\_ (date), IN \_\_\_\_\_ (city).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Print or Typed)

\_\_\_\_\_  
Relationship to Project: e.g. Owner,  
Representative, Attorney, Architect, etc.