



City of Santa Barbara

ON-SITE NOTICE POSTING INSTRUCTIONS

(To Be Distributed with Posting Materials)

The public noticing requirements (SBMC §28.87.380) allow the City to require a posted notice on the project site as an additional method of providing notice to the public of an upcoming hearing.

At the time of submittal for a project that is required to be noticed, Staff will provide the applicant with a yellow on-site posting sign and a metal stake on which to mount the sign. The applicant is responsible for installation of the on-site posting sign, following the directions below.

1. On the yellow sign, fill in the following information in large printed letters using a **BLACK** permanent marker (*see example below*):
 - a. Project Address
 - b. Case Number (MST #)
 - c. Applicant's Name & Phone Number
 - d. Staff Contact - If the project has been assigned a Case Planner, please provide their name. Otherwise please list one of the following: ABR Staff, HLC Staff, or SFDB Staff.
 - e. Date that the notice was first posted on the site.
2. The sign must be placed within two feet (2') of the property line of the subject site, so that it can be easily viewed from the public right-of-way. For properties accessed only by a private easement, post the sign on the easement so that it is clearly visible from the closest public roadway.
3. The applicant must install the sign at the site no later than ten (10) days prior to the first public hearing date.
4. At the time of application submittal, the applicant shall sign an affidavit stating that he or she will post the sign per these instructions.

Note: The on-site notice may be removed between required, noticed public hearings, although you are encouraged to keep it up during the entire planning review process. Please **KEEP** the sign and metal stake given to you for installation of the sign, as they will be used for the next noticed, public hearing. If you wish to recycle the metal stake, you may return it to the Planning & Zoning Counter.

Example Sign:

