



City of East Palo Alto
 Planning & Housing Division
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EAST PALO ALTO ON-SITE NOTICING POLICY

An on-site notice is now required as part the Planning Division's application review. An application will be deemed incomplete until this requirement is fulfilled.

Important: A clear photo of the posted notice must be emailed or mailed to the project planner to demonstrate that the on-site posting requirement was fulfilled. Additional, photos may be submitted if more than one sign was required.

1. **Content – Planning staff will prepare the notice and email a PDF document that includes the following information to the applicant to print.**
 - A project description and rendering (if available)
 - Parcel information (i.e. address or location, zoning, and master plan area)
 - Project planner name and contact information
 - Name of applicant and property owner
 - A statement (in Spanish) that information is available in Spanish along with a staff contact.
 - Information of historical significance if the subject site was identified in accordance with the City 1994 Historic Resources Inventory List.

2. **Posting & Maintenance – The applicant will be responsible for printing and posting the sign on-site within one week of receiving the PDF file from staff.**
 - Signs for projects shall be printed on a minimum of 2'x3' weather resistant cardstock.
 - The sign must be posted while the project is under review.
 - The applicant is responsible for maintaining and replacing the notice if it is damaged.
 - The sign must take down within 15 days of a project's final decision (approval, denial, or appeal decision).

3. **Sign Placement**
 - The on-site notice must be placed on private property, within five feet of the public right-of-way, and between four and seven feet from the ground.
 - The sign must be visible to drivers and pedestrians from the public right-of-way.
 - One sign is required for each street frontage, however, residential properties on corners lots may put up a single sign at the front of the property.
 - One sign is required for every 500 feet (or fraction thereof) of street frontage regardless of lot location or zoning district.

4. **Exemptions – On-site noticing is not required for the following applications**
 - Applications not associated with a site (i.e. Zoning Text Amendment)
 - Lot line adjustments and mergers
 - Temporary Use Permits of less than 30 days
 - Sign Permits – Non-electronic signs
 - Sign Permits – Electronic signs measuring 10 square feet or less
 - Permits for accessory structures measuring 7' or lower and less than 200 square feet
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