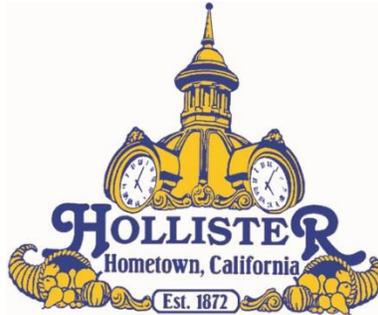


**NOTICE OF PROPOSED PROJECT SIGN
PER ORDINANCE 1146 OF THE CITY OF HOLLISTER**



City of Hollister
DEVELOPMENT SERVICES DEPARTMENT
375 Fifth Street
Hollister, CA 95023
(831) 636-4360 Fax (831) 634-4913

Sign Specifications and Procedure

1. **Notice of Proposed Project Sign.** Per Section 17.24.070(D) of the Hollister Municipal Code, for all projects that require review of a Conditional Use Permit, Site & Architectural Review, Minor Subdivision, Tentative Map, Planned Unit Development, Pre-zone, Annexation, Variance, General Plan Amendment, or Re-zoning, the applicant shall install a sign or signs on each site of the proposed project in accordance with this section.
2. **Deadline for Placement.** Any sign required by this chapter shall be placed no later than seven calendar days after the applicant for an approval for which a sign is required has been informed of project application completeness/incompleteness under the provisions of Chapter 4.5, Section 65943 of the Planning and Zoning Law of the State of California. The number of signs, size, and locations shall be approved in advance by the Development Services Director. Sign specifications shall be provided by the Planning Department to the manufacturer of the sign for the applicant who will then install the sign. Verification shall occur when the City receives from the applicant a completed certificate attesting that the sign has been installed as required (including photographs).
3. **Location.** Any sign required by this chapter shall be placed on the subject property so as to be clearly seen and readily readable from each street frontage of the property to which it refers. The sign shall be no further than ten (10) feet within the property line and not less than six (6) feet inside the property line. On corner lots, signs shall not be installed in the traffic sight area which is a 10-foot by 10-foot, 45° triangle area on the corner. Additional signs may be required at the discretion of the Development Services Director. Signs shall be located so as to not interfere with vehicular line of sight distance. Where the project sign posting is determined by City staff to be difficult to

post on a project site (i.e., visibility of the sign, etc.) the notice in accordance with the sign standards in this section shall still be followed. However, an alternative building material may be used with the approval of the Development Services Director prior to construction and erection of the sign.

4. **Size, Material and Height Above Grade.** Each sign shall be a maximum of four feet (vertical) by eight feet (horizontal) containing information in both English and Spanish or four feet vertical by four feet horizontal containing information in English next to another four feet vertical by four feet horizontal sign containing information in Spanish. Signs shall be constructed of ½ inch recyclable coroplast (corrugated vinyl) material or ¼ inch Medium Density Overlay (MDO) plywood. Other material may be used with the approval of the Development Services Director. The information required shall be painted, laminated, or otherwise rendered weatherproof and shall be legible at all times. No sign required by this chapter shall exceed seven feet above grade, except where necessary to be clearly seen and readily readable from each right-of-way providing primary vehicular access to the subject property. 4"x4" wood posts buried at minimum two feet deep with appropriate diagonal bracing shall be used on the MDO plywood signs and 2"x4" wood posts with 1"x3" stringers buried at minimum two feet deep and with appropriate diagonal bracing to support the signboard on the coroplast signs. All information shall be in English and Spanish. The sign(s) shall not be illuminated. Lettering shall be as follows:

- a. Letter style: Times New Roman, Arial, or similar standard typeface;
- b. Letter size: Six-inch bold capital letters for the sign header and the application number: **NOTICE OF PROPOSED PROJECT/AVISO DE PROYECTO PROPUESTO;**
- c. One and a half-inch bold capital letters for the sign address, assessor parcel number(s), and project description: **123 HOLLISTER STREET, HOLLISTER, CA 95023 ASSESSOR PARCEL NUMBER/NUMERO DE LA PARCELA: 000-000-000, PROJECT DESCRIPTION/DESCRIPCION DEL PROYECTO;**
- d. One and a half-inch upper and lower case for all other letters for the sign within the project description. Appropriate contents as to the type of development, number of units etc. shall be indicated on the project description (Example: Proposed on this site new construction of 20 townhomes). Descriptive words such as "luxurious" or "elegant" shall not be used;
- e. One and a half-inch bold capital letters for the contact information header with the applicant and the City's information in upper and lower case letters for the sign:

**FOR FURTHER INFORMATION CONTACT:
PARA MAS INFORMACION PONGASE EN
CONTACTO CON:**

Applicant/Solicitante:	City/Ciudad:
Name/Nombre:	Name/Nombre:
Telephone Number/Número de teléfono:	Telephone Number/Número de teléfono:

**FOR FURTHER INFORMATION CONTACT:
PARA MAS INFORMACION PONGASE EN
CONTACTO CON:**

Applicant/Solicitante:	City/Ciudad:
Address/Dirección:	Address/Dirección:
E-mail/Correo electrónico:	E-mail/Correo electrónico:

- f. Letter color shall be black;
 - g. Background color shall be white;
5. **Public Notice Area.** Provide a space along the bottom area of the sign with two clear plastic 8.5"x11" plain paper size sleeves with two-inch bold upper case letters above the sign stating "**PUBLIC NOTICE/AVISO PUBLICO:**" centered above the sleeves;
6. **Information Required.** Each sign shall include only the following factual information and shall be printed in English and in Spanish with legible black lettering on a white background:
- a. Header;
 - b. Application number;
 - c. Address and assessor parcel number(s);
 - d. Description of proposed development on the site, including type of project, proposed use, number of units/lots, types of applications being processed and a description of each;
 - e. Footer with applicant's name, address, phone number, and e-mail address if applicable and the project planner's name, address, phone number, and e-mail address;
 - f. Area with two 8.5"x11" sleeves to place Public Notices for the project;
 - g. Staff may require additional specific information be included in order to provide a useful notice.
7. **Proposed Modifications to an Approved Project.** The following modifications to a submitted application will require new noticing including new sign text:
- a. A change that results in an increase of 20 percent or more in height, floor area ratio, or lot coverage;
 - b. A change that necessitates a variance;
 - c. A change that results in an increase in the number of lots or dwelling units;
 - d. A change that results in an intensification of use;
 - e. Deadline for Sign Removal. Each sign shall be removed within 10 calendar days after the expiration of the final appeal period or the date on which a final appeal decision is effective. The applicant shall provide the project planner a completed, signed affidavit attesting that the sign has been removed in the time period allowed.
8. **Failure to Provide Affidavit and/or Remove Sign.** If the applicant fails to return the affidavit or if the sign is not removed within the time allowed, then the Development

Services Director shall record a notice of violation against the property. Additionally, no inspection signoff may occur nor shall any building permit be approved before removal of the sign and correction of the violation.

9. **Maintenance of Sign.** Removal of graffiti on the sign and reapplication of missing signs or missing sign information shall be completed within 24 hours.

10. **Section 17.24.070, Figure 17.24-1.** Notice of Proposed Project Sign 8ft. x 4ft.

