

City of  
**Santa Monica**  
 Planning and Community Development Department  
**City Planning Division**  
 (310) 458-8341

**SIGN POSTING REQUIREMENTS**

The property which is the subject of a **Conditional Use Permit** or **Development Review Permit** (or related applications, if any) shall be posted with a sign prior to filing an application(s). When the application is filed, the applicant must submit two photographs of the sign to verify its posting. One photograph must clearly show the sign text. The second photograph must show the location of the sign on the property. At least eight weeks prior to the public hearing date, the applicant must submit another photograph to verify that the project case number and the public hearing date have been correctly posted on the sign. Failure to submit this photograph shall be cause for continuance of the hearing. The applicant shall also submit to the Zoning Administrator an affidavit verifying the date that this information was posted on the sign. The sign shall conform to the following requirements:

1. Size: Shall be twelve (12) square feet in sign area (generally three feet by four feet).
2. Height: Shall not exceed eight (8) feet from ground level.
3. Location: Not less than one (1) foot nor more than ten (10) feet inside the property line, in an area most visible to the public. Signs may be attached to a building at zero setback if none exists.
4. The sign shall not be illuminated.
5. Only one such sign may be displayed per street frontage unless otherwise permitted by the Director of Planning and Community Development.
6. The sign shall include only the following factual information (all applicable applications must be listed) :
  - a. Title: **NOTICE OF PENDING (Application(s)) – CONDITIONAL USE PERMIT, USE PERMIT, etc.**.
  - b. Project case number: (e.g. **DEVELOPMENT REVIEW PERMIT DR 01-001**).
  - c. Brief explanation of the request: (e.g. Proposed 23,000 SQUARE FOOT COMMERCIAL BUILDING OR PROPOSED 30-UNIT APARTMENT BUILDING; Do not use descriptive words such as "luxurious", "elegant", etc.)
  - d. Name and telephone number of project proponent
  - e. Location of property
  - f. Date, time and location of public hearing to be inserted when public hearing date has been set. **The posting affidavit must be returned to the City Planning Division at least two weeks before scheduled hearing date.** The date shall be inserted at least two weeks. **If the hearing date is changed, the new hearing date must be marked on the sign.** Dates shall also be changed for Planning Commission items appealed to the City Council. The applicant is responsible for proper posting of the site.
  - g. City Planning Division phone number (310) 458-8341.
7. **The lettering style shall be a standard typeface (Arial or similar).** The lettering size shall be 2 inch capital letters for the title and project case number. all other letters shall be 1 inch in size and may be either capitals or upper and lower case. **All letters shall be black upon a white background.**
8. The sign shall remain in place until after the 14-day appeal period has passed following a final decision by the Planning Commission. If an appeal is filed, the sign shall remain in place, with the new hearing date noted, until the final decision by the City Council. The sign shall be removed within ten (10) days of either the end of the appeal period or the final decision of the City Council, whichever applies.

Failure to post the sign, required information or conform to placement or graphic standards will result in delay in the required public hearing.

EXAMPLE OF REQUIRED SIGN POSTING



4'

**NOTICE OF PENDING**

**[Requested Application(s)]**

(Conditional Use Permit, Use Permit, Development Review Permit, etc.)

Site Address: \_\_\_\_\_

Application(s) Number: \_\_\_\_\_

Proposed Project On This Site: \_\_\_\_\_

\_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

Hearing Date/Time: \_\_\_\_\_

Location of Hearing: City Council Chambers  
1685 Main Street, Room 213

For Further Information: City Planning Division  
(310) 458-8341 [www.santa-monica.org](http://www.santa-monica.org)

Para informacion sobre este Permiso de Desarrollo favor de llamar (310) 458-8341.



3'