



GUIDELINES FOR On-Site Posting for Pending Projects and Story Poles

Planning and Environmental Review
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INSTRUCTIONS FOR ON-SITE POSTING NOTICE OF PENDING PROJECTS

The information provided in this handout is aid in the preparation of On-Site Posted Notices. The City encourages you to perform the required tasks in a timely manner in order to not delay the review and processing of your application. The information contained in this handout is not applicable to Zoning Clearances as this application type is exempt from on-site posting requirements.

It is the applicant's/property owner's responsibility to ensure that posted notice is provided in accordance with the Goleta Zoning Ordinance Section 17.52.050 (C) (3). **As the applicant or applicant's representative, you are required to sign Part E of the application form acknowledging that you have read these guidelines and will perform the noticing duties required.**

A. REQUIREMENTS

- 1) The sign incorporating the required notice language must be posted by 12:00PM **at least 15 days prior to the scheduled hearing or the Director action** for the project. It is advisable to post the sign earlier.
- 2) On-site posted notices are required to be posted on-site for development projects, except for Zoning Clearances. Your project planner will provide a PDF file of the required notice language at least 22 days¹ prior to the scheduled hearing or Director action. **It is the responsibility of the applicant, including all costs, to obtain and install the sign from any local sign company of their choice.**
- 3) **Failure to post the required notices and provide the affidavit of posting may result in significant delays in processing your application including not having the item heard on the planned agenda date.**

¹ This will give the applicant one (1) week to have the sign professional made and installed.

B. All Posted Notices Must Comply with the Following Standards:

- 1) Size
 - a. Conditional Use Permits and Development Plans including Amendments and Revisions:
 - i. Eight (8) square feet in Residential Districts
 - ii. Thirty-two (32) square feet in Non-Residential Districts
 - b. All other Planning Permits:
 - i. Three (3) square feet for item not subject to a hearing
 - ii. Five (5) square feet for item subject to a hearing
- 2) Sign Color
 - a. For Conditional Use Permits and Development Plans including Amendments and Revisions: White background and Black lettering
 - b. For all other Planning Permits:
 - i. Non-Hearing items: Yellow Background (Pantone Yellow 012C or similar) with Black letters
 - ii. Hearing items: White Background with Black letters
- 3) Material:
 - a. For all hearing items: ½" MDO Plywood or ¼" Coroplast (corrugated vinyl). Signs shall not be illuminated.
 - b. For all other Planning Permits: ¼" Coroplast (corrugated vinyl).
- 4) Lettering: Professionally lettered, using an easy-to-read business typeface (Arial or similar). Only the required text can be placed on the sign.

C. It is always the **responsibility of the applicant** to assure that the notice is firmly attached, legible, and remains in that condition throughout the entire required posting period.

D. An **Affidavit of Posting and a photograph** of the posted notice (sign) must be submitted to the Planning and Environmental Review Department **within two business days** of posting the sign, to show that the sign has been properly posted. (Affidavit is attached).

E. The signs must be located in a **conspicuous place on the project site within 10 feet of the front property line and at a height accessible for the public to read.**

- F. At least one notice (sign) must be posted on each property line facing a public right-of-way. The Planning and Environmental Review Director may require additional posted notices if necessary. For properties with multiple property lines adjacent to the public-right-of-way **at least one sign must be posted along each frontage**. The Director may provide additional posted notices, as necessary. Your project planner will notify you at the time he/she provides the PDF file of the notice of any special posting requirement.
- G. The sign must remain in place until the expiration of the appeal period following a decision on the project. If an appeal is filed, please consult your Project Planner to modify the sign to reflect any additional required hearing dates.
- H. The sign must be removed within 48 hours, following the end of the appeal period if no appeal has been filled.



STORY POLE GUIDELINES

In accordance with Municipal Code Section 17.52.050 (C) (5), all development over 20 feet in height, except for single-unit dwellings, are required to install story poles that accurately depict the proposed structure(s). When required story poles must convey the size, bulk, and scale.

Installation of Story Poles must:

- 1) Be satisfactory installed at least fourteen (14) days before the first scheduled public hearing date, unless an earlier date is deemed necessary by the Director;
- 2) Remain in place until the expiration of the project's local appeal period and must be removed within ten (10) calendar days afterwards;
- 3) Depict a three-dimensional, full-scale silhouette that outlines major wall planes, gables, and ridges;
- 4) Be of sturdy construction and braced or reinforced for safety purposes;
- 5) Be certified by a licensed land surveyor as to their accuracy. Any deviation from proposed heights stated on plan sheets and what is depicted by the story poles must be calculated and disclosed;
- 6) Use materials, including associated flagging and/or netting, and a method of installation that will withstand reasonably foreseeable weather or other site factors for the required duration of display; and
- 7) Be repaired/replaced and reset if at any time during the display the story poles become unsafe or shift location. Recertification by the licensed land surveyor may be needed as determined necessary by the Director.