



**COMMUNITY DEVELOPMENT RESOURCE AGENCY**  
**Planning Services Division**

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**PUBLIC NOTIFICATION POSTERS – DISCRETIONARY ACTIONS**

Discretionary land use actions approved at a public hearing under Chapter 16 and Chapter 17 of the Placer County Code, including but not limited to parcel maps, tentative subdivision maps, use permits, variances, rezones and general plan amendments, require posting of hearing notices on the property that is the subject of the hearing at least ten calendar days prior to the hearing.

**POSTING OF PROPERTY**

At the time of application to a Planning Technician at the CDRA front counter, public notification posters, posting instructions and an Affidavit of Posting will be provided to the applicant or the applicant's representative. If submitting an application online, public hearing posters will be mailed to you.

**PUBLIC NOTICING REQUIREMENTS**

At least 10 calendar days (15 if the discretionary action includes a parcel map, tentative subdivision map or legislative action) prior to a public hearing, the Planning Division will send hearing notification to all owners of property lying within 300 or more feet of the property, which is the subject of the project. In addition, the applicant shall post the property with posters furnished by the Planning Division at least 10 days prior to the scheduled hearing date (date and time will be available from the Planning Division approximately 20 days prior to the scheduled hearing.) One copy of the notice poster(s), together with the Affidavit of Posting, must be filed with the Planning Division prior to the hearing date.

**DEVELOPMENT PROPOSAL PENDING SIGNS**

Applications for any permit subject to the original jurisdiction of the Planning Commission or the Board of Supervisors is required to erect a public notification sign (or signs) on the project site in accordance with Zoning Ordinance Section 17.58.045 (Posting of sites/notification of new development proposal). The sign(s) shall be erected within sixty days of submission of an environmental questionnaire. Applications shall not be deemed complete by county staff unless the required sign(s) have been erected. Sign(s) shall comply with the following criteria:

1. Sign(s) shall be erected within sixty (60) days after the submission of an Environmental Questionnaire. An application shall not be deemed complete by County staff unless the required sign(s) have been erected.
2. Sign(s) shall be four (4) feet tall by four (4) feet wide and mounted on four- inch by four-inch posts, or as otherwise approved by the Planning Department. In no case, shall a sign(s) exceed four (4) feet tall by eight (8) feet wide.

3. Sign(s) shall be erected adjacent to each public right-of-way street frontage that the project site abuts in a manner that does not create sight distance problems within the right-of-way.
4. Sign(s) shall include the wording "Placer County Planning Department" and "Development Proposal Pending" and include contact phone number(s), website information, a brief description of the approvals being sought, and a sleeve that will be used to hold public notices describing project specifics, hearing dates, and information on how to contact the project planner and applicant. **(SEE SIGN EXHIBIT ON REVERSE SIDE)**
5. The Planning Department must approve a "proof sheet" of the sign prior to production.
6. The applicant shall be responsible for constructing the sign(s) and for maintaining the sign(s) in a satisfactory condition, and shall remove all sign(s) within 30 days of a final determination by the appropriate County hearing body.

## **PUBLIC NOTIFICATION SIGN EXHIBIT**

