

## Sign Format Example:

**Project Name** \_\_\_\_\_

**File Number(s)** \_\_\_\_\_

**Project Description** \_\_\_\_\_

**Location** \_\_\_\_\_, APN(s) \_\_\_\_\_

For further information, call the Healdsburg Planning Department at 431.3346

**NOTICE OF PUBLIC HEARING**  
Healdsburg Planning Commission  
\_\_\_\_\_(date)\_\_\_\_ at or after 6:00 pm  
401 Grove Street, City Council Chambers

The City's project planner will provide the information to be included on the sign.

# On-Site Notice of Public Hearing Sign Guidelines

Revised 9/2016



**City of Healdsburg Planning Dept.**  
401 Grove Street (mailing address)  
435 Allan Court (physical location)  
Healdsburg, C 95448  
707.431.3346

# On-Site Public Hearing Signs

Notification of public hearings is required by the City Municipal Code Section 20.28.080 to ensure that the public is aware that a proposed project will be considered by a decision-making body in a public forum. Notification is usually given through mailings and legal notices.

In an effort to provide notification to as many affected parties as possible, the City of Healdsburg also requires that a notification sign be posted on the site of certain types of projects.

A sign is required for the following projects:

- General Plan Land Use Diagram amendments
- Zoning Map amendments
- Planned developments and residential master plans
- Subdivisions that may result in development
- Major conditional use permits
- Major design review
- Major variances
- Other applications that the Planning Director deems to be of public interest

Please see the reverse for an illustration of an on-site public hearing sign.

## Sign Content

Contact the Planning Department to obtain the wording for the sign.

## Sign Dimensions

In accordance with Municipal Code Section 20.28.080 (E), which states that the “the sign shall be of a size and design prescribed by the Planning and Building Director,” the Planning and Building Director has developed the size and design guidelines below, The City suggests using these guidelines as a reference and confirming with Planning and Building Staff that your sign meets City requirements before posting your sign.

## Size and Design Guidelines

<u>Project lot area</u>	<u>Min. sign area</u>
<6,000 sq. ft. or store front	6 square feet
6,000 - 20,000 square feet	12 square feet
20,000 square feet - 1 acre	24 square feet
+1 acre	32 square feet

Maximum height: Six feet

## Design

### Construction Material

Highly-durable material that is weather- and fade-resistant

### Background Color

Reflex Blue or equivalent

### City Logo Color

White. Contact the Planning Department for an electronic file of the city logo

### Letter Color

White

### Font

Univers

### Minimum Letter Size

Title: 3.25 inches

Hearing information & main body text: 2.75 in.

Contact information: 2.25 inches

## Installation

- Set a minimum of 18 inches in the ground
- Locate in area most visible to the public
- Not less than 5 feet inside the property line in residential zones
- Not less than 1 foot inside the property line for commercial and industrial zones
- Not within a corner vision triangle

## Posting

- At least 10 days prior to public hearing in accordance with Municipal Code Section 20.28.080(E)
- Submit completed certification of posting
- Update with City Council hearing date (if applicable)
- Remove within 15 days after final public hearing