



COUNTY OF SANTA CRUZ

PLANNING DEPARTMENT

701 OCEAN STREET, 4TH FLOOR, SANTA CRUZ, CA 95060
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Guidelines for Neighborhood Notification of Proposed Development

County Code Sections 18.10.211 and 18.10.222 through 18.10.225 describe the required notice that must be given to the public for different types of development applications. In addition to other notice requirements, the County requires that:

- 1) A sign or signs describing the proposed project shall be posted on sites of proposed projects requiring review at these levels: Administrative Review (Level IV), Zoning Administrator (Level V), Planning Commission (Level VI) and Board of Supervisors (Level VII);
- 2) A neighborhood meeting is required for proposals requiring review by the Planning Commission (Level VI) or the Board of Supervisors (Level VII); and
- 3) A rendering sign with an image of the proposed development is required on the sites of proposed Level V through VII commercial development projects.

These notifications will provide information about proposed developments to neighbors and other interested parties very early in the review process. The intent is to improve neighborhood awareness of potential or pending projects and to provide earlier neighborhood involvement in the planning process, resulting in projects that are sensitive to neighborhood concerns, less controversial at public hearings and more likely to obtain approval. Ideally, issues of concern to neighbors and others will be expressed and possibly addressed before an applicant spends large amounts of money on plans and before the application reaches the decision-making body.

PROJECT SITE SIGN(S)

I. Notice of proposed development sign – all Level 4-7 projects

A. Sign Placement*

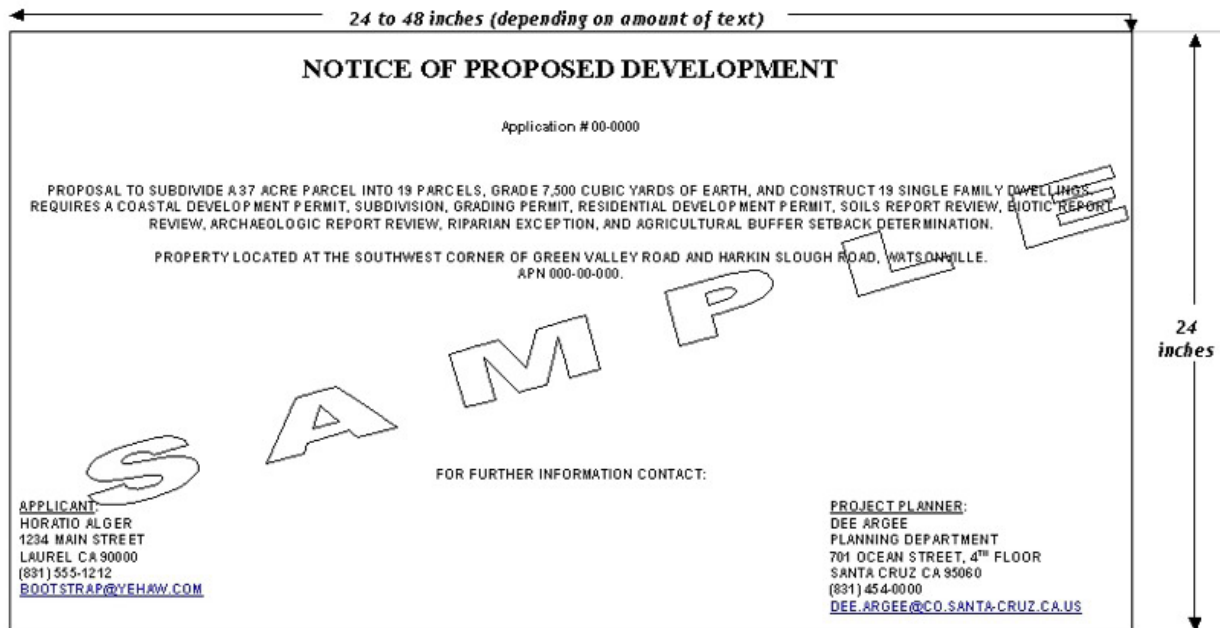
1. **Timing.** The sign must be placed no later than 7 calendar days after your project planner has notified you that the only outstanding item for a determination of application completeness is placement of the sign or signs. You must submit a certificate attesting that you have placed the sign (see Attachment 2).
2. **Visibility.** All required signs shall be placed on the property so as to be clearly visible and readily readable from each right-of-way providing primary vehicular access to the subject property. Corner lots should use a one- or two-sided sign placed diagonally to the corner to be visible from both streets. Signs shall be located not to interfere with vehicular line of sight distance.

*Applications that must be processed at Levels VI and VII may need a Development Review Group (DRG) meeting before you submit your project application (see the Planning Commission and Board of Supervisors Development Permits Levels 6 & 7 brochure). Placement of a project site sign is NOT required as part of the DRG process.

B. Sign Standards

See the illustration of a sample sign below. Staff will provide you the text for your sign(s) and may require that you include additional information in order to provide a useful notice.

- 1. Size, material, and height above grade.** Each sign shall be no smaller than 2 feet (vertical) by 2 feet (horizontal) and no larger than 2 feet (vertical) by 4 feet (horizontal). Signs shall be constructed of coroplast material. Other weatherproof material may be used with the approval of the Planning Director. The information required shall be rendered weatherproof and shall be legible at all times. No sign shall exceed seven (7) 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.
- 2. Information required.** Each sign shall be printed with legible black lettering in Arial or similar standard typeface on a white background and shall include only the following factual information:
 - a) Header, "NOTICE OF PROPOSED DEVELOPMENT" (no less than 2-inch capital letters, bold)
 - b) Application Number (no less than 1-inch numbers, bold)
 - c) 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 (no less than 1-inch capital letters, bold)
 - d) Footer with applicant's name, address, phone number, and e-mail address on the left side and the project planner's name, address, phone number, and e-mail address on the right side (no less than 1-inch capital letters, bold)



- 3. Sign manufacturer.** You are free to select any sign manufacturer to make the sign so long as all of the standards of (A) and (B) above are met.
- 4. Modifications to your submitted application.** 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, per County Code §13.10.700-I.

C. Sign Removal

1. **Timing.** Each sign shall be removed within ten calendar days after the expiration of the final appeal period or the date on which a final appeal decision is effective. You must provide the project planner a completed, signed certificate attesting that the sign has been removed in the time period allowed (see Attachment 1 below).
2. **Consequences for failure to remove sign.** If you do not return the affidavit or if the sign is not removed within the time allowed, the Planning Director shall record a notice of violation against the property. Additionally, no inspection signoff of your project may occur nor any building permit be approved before removal of the sign and correction of the violation.

II. Rendering sign for Level 5-7 commercial development applications

In addition to the “Notice of Proposed Development” sign required above, for Level V - VII commercial development projects which include new building construction in Commercial Zone Districts (PA, CA, CT, C-1, C-2 and C-4), the applicant is required to install a sign on the subject property with an image depicting the proposed development. Where appropriate, the Planning Director may also require the applicant to provide a project website where the current version of plans that have been submitted to the County are maintained and updated, and include the website address on the rendering sign.

A. Rendering Sign Placement and removal.

(1) Deadline for Placement. The rendering sign shall be placed no later than seven days after your planner informs you that sign installation is required. For projects exempt from environmental review, installation shall be required prior to the application being found complete. For projects requiring environmental review, the sign shall be installed before the draft negative declaration or EIR is released for public comment. You are required to submit a photograph to the project planner to verify that the sign has been installed.

(2) Location. The sign shall be installed on the property, at a location clearly visible from the primary right-of-way serving the property, and within 10 feet of the notice of proposed development sign. The sign shall be located so as not to interfere with vehicular line-of-sight distance.

(3) Size and Material. The rendering sign shall be a minimum of three feet in height by two feet in width, and shall not exceed three feet in height by four feet in width. The sign shall be durable, rigid, weatherproof, and designed for exterior use; and may be constructed of wood, aluminum, or other material approved by the Planning Department. Sign images and lettering shall be printed on the sign, painted or otherwise rendered waterproof. The sign shall be installed securely on a post or posts in the ground. It is the applicant’s responsibility to maintain the sign in good condition until removal is required.

(4) Sign Removal. Each sign shall be removed within ten calendar days after the expiration of the final appeal period or the date on which a final appeal decision is effective. You must provide the project planner a completed, signed certificate (Attachment 1) attesting that the sign has been removed within the required time period.

B. Rendering Sign Standards

See the illustration of a sample sign below.

- (1) **Lettering.** The font shall be a minimum of one inch, except where otherwise specified. The sign shall be white with black lettering.
- (2) **Header.** Two-inch bold capital letters reading “IMAGE OF PROPOSED DEVELOPMENT.” The application number shall be provided under the header.
- (3) **Image.** Project image shall be a three-dimensional architectural rendering or computer simulated graphic depicting the finished project, a minimum of 22 inches by 22 inches in size, and of sufficient detail to show the design, location, height, circulation and relationship to adjacent development. The image shall include outlines of buildings on adjacent parcels where applicable. A note shall be provided below the image reading “This image represents the applicant’s proposal and may change.”
- (4) **Current Project Information.** Provide a note reading, “For current project information and plans, contact the project applicant [name] at [phone number] or [email address].” When a project website is required, the website address shall also be provided.

Sign: Minimum 2 feet wide, maximum 4 feet wide



Sign height:
Minimum 3’
Maximum 4’

Image:
Minimum 22” by 22”

NEIGHBORHOOD MEETING – all Level 6-7 projects

Holding your meeting. County Code Section 18.10.211 describes when a neighborhood meeting is required. This section is summarized below, along with information about who is notified of the meeting and how they are notified:

What triggers the requirement for a neighborhood meeting?	Who must be notified of the neighborhood meeting?	How is the required notification accomplished?
<p>A neighborhood meeting is required for all development applications that are required to be processed at Level VI (Planning Commission) or Level VII (Board of Supervisors).*</p> <p>Examples of these types of applications include residential developments of 5 units or more, land divisions, rezonings, and commercial and industrial developments of 20,000 square feet or more.</p>	<ol style="list-style-type: none"> 1. All property owners and occupants within 300 feet of the exterior boundaries of the parcel where the development is proposed. If there are fewer than 10 property owners within 300 feet, then you must extend the 300 foot distance by 50 foot increments to encompass at least 10 properties. 2. The County Supervisor in whose district the proposal is located. 3. The County Planning Director. 	<p>You must send a notice of the neighborhood meeting by first class mail to those who must be notified. The notification material must include a brief description of the proposal and the date, time, and location of the meeting. You can get mailing information for property owners and occupants from the County Geographic Information Services section by e-mailing matt.price@co.santa-cruz.ca.us</p>

*Except for proposals that are solely for rezoning to the Timber Production zone district. The neighborhood meeting can be held at any time before application submittal, but not before your Development Review Group meeting, if one is required (see the *Planning Commission and Board of Supervisors Development Permits Levels 6 & 7* brochure). It is recommended that you hold the neighborhood meeting before the completion of the final development application materials. Ideally, the neighborhood meetings will help you formulate a development proposal that will generate little controversy. Your meeting should be at a time and location convenient for your neighbors, at or near the site of the proposed development. A typically convenient time is on a weekday evening starting at 7:00 or 7:30 p.m. **Results must be reported.** The County Code requires that you include a report of the results of the neighborhood meeting(s) in the application submittal package. The application cannot be determined to be complete until the County receives the report and all other requested materials are submitted. Use the following format to report the meeting results.

A. Describe the techniques you used to notify the neighbors to discuss your proposed project.

Include the following information:

1. Meeting notification materials
2. Mailing lists

3. Dates, times, and locations of all meetings
4. Attendance lists
5. Copies of all plans, mailings, handouts, letters, etc., used as part of the meeting notification or the meeting itself.
 - a. Describe the concerns, issues and problems raised by the neighbors during the meetings.
 - b. Describe how you have addressed or intend to address the concerns, issues or problems raised by the neighbors.
 - i. address each concern, issue and problem
 - ii. include drawings, details or references to plans, as appropriate
 - c. Describe all concerns, issues, and problems that cannot be addressed, including irresolvable conflict

B. Applications requiring an additional neighborhood meeting. The following applications will require new noticing and a second neighborhood meeting:

1. Submitted applications for which any of the following project modifications are proposed after the first neighborhood meeting:
 - 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, as defined in SCCC §13.10.700-I.
2. Commercial development projects in Commercial Zone Districts (PA, CA, CT, C- 1, C-2 and C-4) for which a time period of 180 days or longer occurs between the first neighborhood meeting and the original scheduled hearing date.



**COUNTY OF SANTA CRUZ
NOTICE OF PROPOSED
DEVELOPMENT SIGN REMOVAL
AFFIDAVIT**

Application Number: _____ Date of Sign Removal: _____

Assessor's Parcel number (APN): _____

Site Address: _____

Attach here a photo of site clearly showing sign has been removed

I hereby testify that the required notice of development sign has been removed in compliance with the specifications and standards of County Code Section 18.10.224.

Applicant's Name (please print): _____

Applicant's Signature: _____

Date: _____

When the sign has been removed, complete this certificate and mail to your project planner, _____, at County of Santa Cruz, Planning Department, 701 Ocean Street, 4th Floor, Santa Cruz CA 95060.

Failure to remove the site as required will result in a notice of violation being recorded against the property and no inspection may occur nor any building permit be approved before removal of the sign and correction of the violation.



**COUNTY OF SANTA CRUZ
NOTICE OF PROPOSED
DEVELOPMENT SIGN
INSTALLATION CERTIFICATE**

Application Number: _____ **Date of Sign Installation:** _____

Assessor's Parcel number (APN): _____

Site Address: _____

Attach here a legible photo of sign installed on site. Photo shall indicate location.

I hereby testify that the sign installed fully complies with the specifications and standards of County Code Section 18.10.224, that the sign will be maintained for the required time, and that it will be removed when required by Section 18.10.22.

Applicant's Name (please print): _____

Applicant's Signature: _____

Date: _____

When the sign has been placed, complete this certificate and mail to your project planner, _____, at County of Santa Cruz, Planning Department, 701 Ocean Street, 4th Floor, Santa Cruz CA 95060.

Failure to post the site as required is grounds for denial of your application.