



ON-SITE PUBLIC NOTICE REQUIREMENTS

If your project is scheduled for a public hearing, it requires a public notice. Read below to find out what's required.

Who prepares the Notice?

The City's planning staff will prepare the notice and provide it to the applicant for posting. Signs are reusable. Permanent damage or loss will result in a replacement fee being charged.

Where is the Notice posted?

The applicant must post a notice on each street face of the subject property. The sign must be placed within five feet of the property line and may not be located within the public right-of-way.



How is the Notice Posted?

The sign is a standard 24 X 36 hanging sign similar to those used for real estate listings. There are two holes on the sign that will allow it to be hung from a standard L-shaped real estate pole. If using a pole is not possible, such as for an existing commercial building, the sign may be hung inside the building so long as it is visible from the street at a height of four to six feet.

It is the applicant's responsibility to obtain the pole and hang the sign. Below is the info for a local company that installs sign poles:

Falcon Signs Installation
949 N Cataract Ave, San Dimas, CA 91773
(909) 596-555

When is the Notice Posted?

The sign must be posted no less than 14 days before the hearing and must remain in place until the conclusion of the appeal period. The sign must be removed within 10 days of the appeal period or final decision. The applicant must submit to the City a signed affidavit and date-stamped photo demonstrating that the sign was posted in accordance with these requirements.

Temple City Community Development Department
9701 Las Tunas Drive Temple City, CA 91780 Phone: (626) 656-7316