

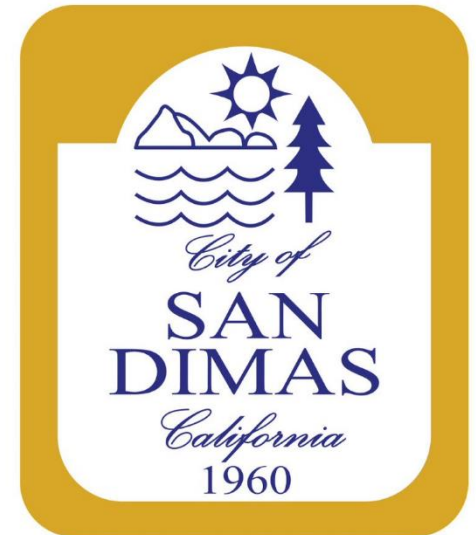
The Planning Department offers informational brochures on the following topics:

- Artificial Turf Guidelines
- Banners and Temporary Signs
- CEQA and Environmental Review
- Classification of Use
- Conditional Use Permits
- Development Agreements
- Development Plan Review Board
- Fees and Charges
- For Sale/For Lease Signs
- General Plan
- Lot Line Adjustments
- Mills Act
- Municipal Code Text Amendments
- Outdoor Dining Policy
- Outdoor Displays of Merchandise
- Permanent Signs
- Permit Streaming Act
- Planning Commission
- Portable Signs
- Property Information
- Public Notice Requirements
- Residential Care Facilities
- RV & Trailer Parking
- Signs in the Historic Downtown Area
- Site Plan Requirements
- Specific Plans
- Storage Structures
- Subdivisions
- Temporary Use Permits
- Trash Enclosure Standards
- Tree Preservation
- Variances
- Window Replacement – Town Core
- Window Signs
- Zone Changes
- Zoning Descriptions

*\*These brochures are generally intended to assist in the processing of application material. It does not necessarily provide every detail regarding Municipal Code regulations.*

City of San Dimas  
Planning Division  
245 East Bonita Ave.  
San Dimas, CA. 91773

# Public Notice Requirements



**Planning Department**  
City Hall, 245 East Bonita Avenue  
San Dimas, California 91773  
(909) 394-6250  
[Planning@sandimasca.gov](mailto:Planning@sandimasca.gov)

Mon-Thurs 7:30 a.m. - 5:30 p.m.  
Fridays 7:30 a.m. - 4:30 p.m.

[www.sandimasca.gov](http://www.sandimasca.gov)

# PUBLIC HEARING NOTICE -- SIGN POSTING REQUIREMENTS

## WHEN MUST A PUBLIC HEARING NOTICE BE POSTED?

**P**ublic notices must be posted for all public hearing before the Planning Commission or the City Council. The City will post public notices in four locations within San Dimas and publish a notice in the newspaper. The applicant is responsible for producing, posting, and removing a public notice sign at the subject property.

## PUBLIC HEARING NOTICE REQUIREMENTS

**P**ublic Notices must be posted for all public hearings before the Planning Commission or the City Council. The City will post public notices in four locations within San Dimas and publish a notice in the newspaper. Also, an on-site notice sign board must be posted at the subject property for advertisement of a public hearing a minimum of **10 days** prior to the advertised public hearing. **Failure to post a proper notice on the project site may result in cancellation of the public hearing.**

## PUBLIC NOTICE SIGN PROCESS

The Community Development Department aids in all public noticing requirements by providing on-site public notification services for projects that necessitate public hearings. With the property owner's approval, the Community Development Department will handle the production, posting and removal of all on-site public notice boards for the project.

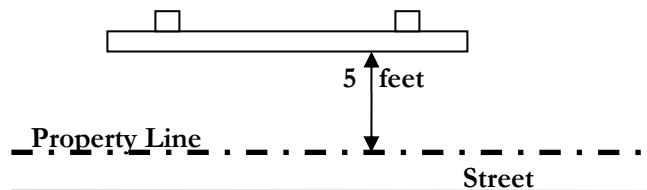
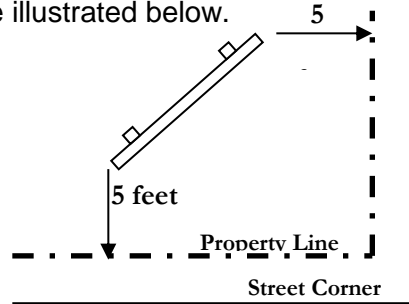
## DESIGN, CONTENT & FORMAT

**T**he sign must be designed to City standards in order to meet on-site posting requirements. The required sign dimensions, written content, and text formatting of the public notice sign must be consistent with the City's public notice template.

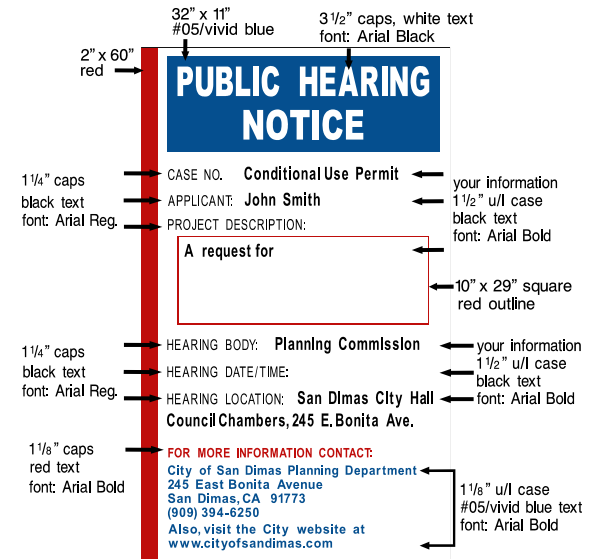
## LOCATION

Public notice signs must be posted at least five feet from the property line adjacent to a primary street of a project but no more than 15', unless specifically approved by the City. The sign may not obstruct traffic visibility. If the site is at a corner property, the sign may be posted at an angle so the sign is visible.

The required dimensions, content, and format are illustrated below.



Background material: 1/2" MDO  
dimensions: 3' x 5'



## COST

**B**eyond the application fee associated with the project, an additional fee is required to cover the cost of on-site public noticing. Public notice boards for existing in-line tenant spaces may also be required when the Community Development Department deems it necessary, these notice boards costs may vary depending on size. You may elect to install public notice boards on your own; however, the City's public notice template **MUST** be followed.