



City of Hollister

Community Development Department

339 Fifth Street, Hollister CA (831) 636-4360
planning@hollister.ca.gov

Project Sign Notification Information

The City of Hollister requires applicants for major development projects to post project notification sign(s) on the project site, subject to the requirements outlined in this handout.

Projects Requiring Signs

The following project types require on-site notification signs:

- All projects or applications subject to a public hearing with the Planning Commission or City Council;
- Conditional Use Permits; and
- Other projects determined by the Community Development Director

Conditional Use Permits and Minor Projects

Applicants for any project deemed minor by the Community Development Director or for a Conditional Use Permit shall display a sign that is a minimum of 22 inches by 28 inches on the exterior wall or window of the tenant space. The sign shall be posted so that it is easily readable and not obscured from view.

Major Projects

Project notification signs shall be placed a minimum of five feet and a maximum of ten feet from the property line abutting each public street adjacent to the project site. Signs shall be positioned and displayed so that they are clearly visible from the nearest public street or sidewalk and shall not be obstructed or obscured from view. Additional signs may be required at the discretion of the Community Development Director.

Each sign shall be a minimum of four (4) feet tall by eight (8) feet wide and shall be mounted on four (4) inch by four (4) inch posts and placed so that the sign is no more than seven (7) feet in height, or as otherwise approved by the Planning Division.

Sign Specifications and Content

Signs shall be constructed of ½ inch recyclable coroplast (corrugated vinyl) material or ¼ inch Medium Density Overlay (MDO) plywood. Other materials may be used with prior approval by the Community Development Director. The sign shall be painted, laminated, or otherwise rendered waterproof.

All information shall be printed in English and Spanish.

Signs shall contain all of the required information noted on the following page.

Procedure

Prior to production of the sign, the Applicant shall submit a proof sheet to the project planner for review and approval.

Within seven (7) calendar days of installing the sign the applicant shall complete the Certificate of Installation and return it along with photographs of the sign.

Timing for Placement and Removal of Sign(s)

Sign(s) must be placed on the project site within 30 days of the project planner notifying the Applicant that a project notification sign is required. Signs must remain on the project site until final action has been taken and the appeal period has ended, if applicable.

Signs shall be removed within 30 days of the final action.

Sign Maintenance

The Applicant shall be responsible for installing and maintaining the sign(s) in good condition. The applicant shall replace any missing, damaged or vandalized signs within 24 hours upon request by the Community Development Director.

Major Project Notification Sign
Letrero de Aviso de Proyecto Grande

(requirements for lettering noted in parenthesis/ requisitos de rotulación entre paréntesis)

NOTICE OF PROPOSED PROJECT/AVISO DE PROYECTO PROPUESTO

(SIX-INCH BOLD TYPE FACE/ SEIS PULGADAS DE TIPO DE LETRA NEGRITA)

PROJECT NAME/NOMBRE DE PROYECTO

(SIX-INCH BOLD TYPE FACE/ SEIS PULGADAS DE TIPO DE LETRA NEGRITA)

PROJECT NO./NUMERO DE PROYECTO

(ONE AND A HALF-INCH LETTER HEIGHT/ PULGADA Y MEDIA DE ALTO)

ADDRESS (FULL ADDRESS)/DIRECCION (DIRECCION COMPLETA)

(ONE AND A HALF-INCH LETTER HEIGHT/ PULGADA Y MEDIA DE ALTO)

ASSESSOR PARCEL NUMBER/NUMERO DE PARCELA: 000-000-000

(ONE AND A HALF-INCH LETTER HEIGHT/ PULGADA Y MEDIA DE ALTO)

(one and a half-inch letter height for all remaining text/ el resto de la rotulación de pulgada y media de alto)

The City of Hollister has received an application for:

La ciudad de Hollister recibió una solicitud para:

Project Description/ Descripción del proyecto:

Applicant Name/ Nombre del solicitante:

Applicant Contact (email and phone number):

Contacto del solicitante (correo electrónico y numero de tel.):

Project Image (if required by the City)

For more information please contact the Planning Division at/ Para mas informacion comuniquese con Planning al:

(four inch letter height/ cuatro pulgadas de alto)

339 Fifth Street, Hollister, CA 95023 or planning@hollister.ca.gov or (831) 831-4360