

SINGLE FAMILY DEVELOPMENT PROJECTS IN R-1 & R-1-H ZONES PUBLIC NOTICE SIGN REQUIREMENTS

All applicants proposing additions and remodels that alter the exterior facades of a single-family dwelling as well as construction of new single-family dwellings in R-1 and R-1-H single-family residential zones are required to post a sign on the project site providing public notice of the pending development application.

Requirements for the design, construction, and placement of the sign are as detailed below.

1. The sign is to be erected on the project site within 30 days of applying for a plan check (i.e., payment of plan check fees). The sign shall be maintained for the entire duration of the plan check process and is to be removed after the issuance of the building permit.
2. Sign specifications and design:
 - a. Size: 3 feet long by 3 feet tall
 - b. Height: See Figure below
 - c. Location: Front of project site facing the street. Sign cannot encroach into the public right of way (sidewalk and parkway).
 - d. The sign must be constructed on a weatherproof material and mounted onto a wood backing structure. Paper or cardboard is not acceptable. The sign must be supported by two posts with a minimum size of 4 inches by 4 inches, with a proper footing if required.
 - e. The background of the sign must be white with black lettering.
 - f. In the example the lettering shown in bold (including Project Address, Permit no., Project Description, and Proposed Dwelling) must use a 2" letter font size and other lettering must use a 1" font size.
 - g. Project sign is subject to approval by the City Planner after installation.

Project Address: 123 Main Street, Burbank
Permit No.: BSXXXXXXX

Project Description: (Example) A request for a 1,333.5 square foot two story addition to the side of existing single family house, connecting the house to the existing detached three car garage.

Proposed Dwelling:



Planning Division: (818) 238-5250
Applicant Contact: XXX
Telephone: (XXX) XXX-XXXX

