



**ON-SITE SIGN POSTING - NOTICE OF PENDING PROJECTS  
(POSTING INSTRUCTIONS & AFFIDAVIT)**

1. Certain planning and development applications require a Notice of Application or Notice of Hearing to be posted at the subject property. Depending on the type of application, the sign posting for the project will be required as follows:

**Notice of Application**

- Administrative: 14 calendar days prior to the decision / scheduled hearing.
- Planning Commission / City Council: 45 calendar days prior to the scheduled hearing.

**Notice of Hearing**

- Administrative: 14 calendar days prior to the decision / scheduled hearing.
- Planning Commission / City Council: 14 calendar days prior to the scheduled hearing.

**Sign shall be posted no later than:** \_\_\_\_\_

2. The case planner will coordinate with the applicant on the type of sign to be posted and the deadline by which it must be posted on the subject property and will provide a **PDF file** of the required notice language. You can use any local sign company of your choice. Please note: posting signs after the deadline will delay the processing of your application.

**ALL SIGNS SHALL COMPLY WITH THE FOLLOWING STANDARDS:**

3. **Size:**  Small Sign: 24-inch x 24-inch  
 Large Sign: 4-feet x 8-feet (32-square-feet)

**Sign Color:** White background; Black lettering

**Material:** ½-inch MDO Plywood or ¼-inch Coroplast (corrugated vinyl). Signs shall not be illuminated.

**Height:** The sign and supporting structure shall not exceed seven feet in height, and be at least three feet off the ground.

**Lettering:** Professionally lettered, using an easy-to-read business typeface (Arial or similar). Only the required text can be placed on the sign, per City Municipal Code (T.O.M.C.) Section 9-12.201. There shall be no handwritten text on the sign.

4. The signs shall be located in a **conspicuous place on the project site within five feet of the front property line that is visible by the public**, with the sign face parallel to the abutting street and with the lower edge of the sign between three and five feet from the ground. However, on corner lots, notices shall not be posted within the vehicular sight distance area, defined as the corner area within a 90-degree right triangle containing two ten-foot sides.
5. For properties with multiple street frontages or other unique features, multiple signs may be required. The case planner will notify you at the time they provide the PDF file of the notice of any special posting requirements.
6. The **posted sign shall reflect exactly what was provided** to the applicant from the City and shall not deviate or include miscellaneous text, images, or logos. Company advertisements and branding are strictly forbidden from appearing on the sign. Any posted sign that does not reflect what was provided may result in the postponement of the decision/hearing date.
7. It is always the **responsibility of the applicant** to assure that the sign is firmly attached to the ground, legible, and remains in that condition throughout the entire required posting period.
8. Any graffiti painted or marked upon the posted sign shall be removed or painted over within forty-eight (48) hours of being applied.
9. An **Affidavit of Posting and a photograph** of the posted notice (sign) shall be submitted to the Community Development Department physically or via the Virtual Counter **within two business days** of posting the sign to show that the sign has been installed. Photograph shall include a date and time stamp and be taken from a wide enough angle to allow the case planner to discern where the photograph was taken. (Affidavit is attached.)
10. The **sign shall remain in place until after the appeal period for the project has expired**. If an appeal is filed, please consult your case planner to modify the sign to reflect any additional required hearing dates.
11. The sign shall be removed within 48-hours following the end of the appeal period if no appeal has been filled. Failure to remove the sign within the given timeframe may delay your plan check, issuance of permits for your project, or result in a code compliance case.



**FAILURE TO POST THE SIGN AS REQUIRED MAY RESULT IN SIGNIFICANT DELAYS IN PROCESSING YOUR APPLICATION.**

**AFFIDAVIT OF ON-SITE SIGN POSTING**

STATE OF CALIFORNIA )

COUNTY OF VENTURA ) ss

CITY OF THOUSAND OAKS )

I, \_\_\_\_\_ (NAME), under penalty of perjury state:

That on \_\_\_\_\_ (DATE), I personally caused a Notice of

Application  Hearing (CASE No. \_\_\_\_\_) to be posted at the

following place within said City, County, & State, to wit:

\_\_\_\_\_ Property Address

\_\_\_\_\_ Assessor's Parcel Number

\_\_\_\_\_ (LOCATION OF POSTING).

ATTACH PHOTO OF POSTED NOTICE **OR** INSERT HERE

Case Number(s): \_\_\_\_\_

\_\_\_\_\_ Date of on-site posting

\_\_\_\_\_ Signed

Photo taken by: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

