CITY OF CARLSBAD

PLANNING DEPARTMENT
Administrative Policy

Policy No.	37
Date Issued	June 20, 2000
Effective Date	June 20, 2000
Revised Date	June 29, 2000
Supersedes No.	

General Subject: Residential Infill Development

Specific Subject: Project Site Notification

Copies to: Department Staff, File

POLICY:

On April 19, 2000, the City Council conducted a public workshop on Residential Infill Development and adopted a new **Project Site Notification** requirement to improve the neighborhood disclosure/review process for residential in-fill development projects. This requirement to post on site project notice signs will increase neighborhood awareness of proposed Residential Infill projects.

Specifically, all proposed Residential Infill projects of two (2) or more dwelling units that: (1) require a discretionary permit (i.e.; Tentative Tract Map (CT), Planned Unit Development (PUD), Non Single Family Coastal Development Permit (CDP), Redevelopment Permit (RP), Site Development Plan (SDP), Hillside Development Permit (HDP), Condominium Permit (CP), or administrative permit (i.e.; Minor PUD or Condominium Permit), and (2) are bordered on a minimum of two sides (property lines) by existing single family residential development, shall be required to post project notices on the project site. This requirement shall not apply to Single Family Coastal Development Permits, Condominium Conversions, Second Dwelling Units or Administrative PUD Amendments.

The project notice signs shall be required to be posted on site as follows:

(A) Upon City determination of completeness of a formal project application, the applicant shall physically post a notice on the project site. The applicant shall maintain the posted notice in good and legible condition until the application is withdrawn, or scheduled for public hearing, whichever occurs first. Such notice shall state "APPLICATION IN PROCESS", and shall include:

1. A yellow color background;
2. A brief but complete explanation of the matter to be considered;
3. The applicant's name/phone number and applicant's agent (if applicable) name and phone number; and
4. Planning Department contact information.

(B) Concurrent with public noticing for a public hearing or public noticing that a tentative parcel map (associated with a Minor PUD or Condominium Permit) has been filed, the applicant shall physically post a notice on the project site for the entire term of the public notice period, until, and inclusive of the actual public hearing date. Such notice shall state "PENDING PUBLIC HEARING" (for discretionary permits) or "PENDING ADMINISTRATIVE DECISION" (for administrative permits), and shall include the same information required above, but:

1. An orange color background; and
2. Date, time and place of pending public hearing (for discretionary permits);or
3. Date by which administrative decision will be made (for administrative permits).

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(C) All project site notices shall comply with the following:

1. Sign location shall be in a conspicuous location so that the notice is visible from all portions of the project site which abut a public or private street.
2. Sign material shall be durable enough to withstand the elements. Signs shall be secured to a ground-mounted pole with a minimum pole height of four feet and a maximum pole height of six feet.
3. Sign dimensions shall be: four feet in height and three feet in length.
4. Letter height for the "APPLICATION IN PROCESS", "PENDING PUBLIC HEARING" or "PENDING ADMIN DECISION" headings shall be six inches.
5. Letter height for the project description shall be three inches.
6. All other letter heights shall be two inches.
7. All letter colors shall be black.
8. Applicant or developer phrases or logos are not allowed.
9. Applicant must obtain project planner approval of color and text, prior to posting.
10. The "PENDING PUBLIC HEARING" or "PENDING ADMIN DECISION" notice shall be removed upon withdrawal of the application or completion of the public hearing or date of administrative decision.
11. Any removed or damaged notices shall be immediately replaced.

APPROVED BY:

Michael J. Holzmiller
Planning Director