



ON-SITE POSTING OF PUBLIC HEARING NOTICES

On-Site Posting

When required by the Los Angeles Municipal Code (LAMC), the Applicant is responsible for ensuring that notice of a public hearing and/or meeting is posted on the project site. Below are instructions on how, when, and where noticing is required.

Instructions

- A blank posting sign may be obtained at any of the City Planning [Development Services Center \(DSC\) Public Counter locations](#), or by printing [the blank poster template](#) on 17.5" x 22.5" paper. The **Certificate of Posting** is available on the last page of this form. Refer to the Mailing Procedures Instructions [\(CP13-2074\)](#) for more information.
- The assigned project planner for the Planning Case will provide the responsible individual with an official written notice of the date, time, and location of the public hearing or meeting (e.g., hearing or courtesy notice, meeting agenda) and a map identifying the subject property. Notices of Public Hearing for appeals may not have maps.
- The responsible individual shall attach every page of the hearing notice.
- The sign shall be posted in a conspicuous place on the subject site or structure (if developed) such that it can be easily read by the public. If the sign is freestanding, it shall be sturdily attached to a wooden post. (See Illustration B below)
- Regardless of who posts at the site, it is always the responsibility of the Applicant to ensure that the notice is firmly attached, legible, and remains in that condition throughout the entire posting period.
- If the project site has more than one street frontage, a sign shall be posted on each street frontage involved. If the project site exceeds five acres in size, a separate **Notice of Posting** will be required for each five acres or portion thereof. Each sign shall be posted in a prominent location.
- The sign shall be posted at least 10 days prior to the scheduled public hearing date (or five days if only going before a Design Review Board). If the project requires a decision or recommendation by the Area or City Planning Commission, the sign shall also be posted at least 10 days prior to the initial Area or City Planning Commission meeting. **FAILURE TO POST COULD RESULT IN DELAYS IN APPLICATION PROCESSING.**
- The **Certificate of Posting** on the last page of this form shall be signed, dated, and returned

to City Planning at least two days prior to scheduled hearing or meeting.

- Department policy requires that for verification of the date of posting, a minimum of two photographs must be taken and submitted to City Planning along with the completed Certificate of Posting. At least one photo shall include the front page of a newspaper next to the sign with the date of the paper clearly legible in the photograph. A second photo shall show the sign(s) posted on the site from across the street.
- Once the hearing or meeting has been completed, remove the posted sign from the subject property.

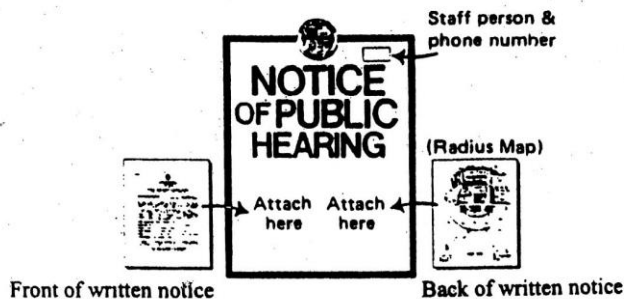


Illustration A

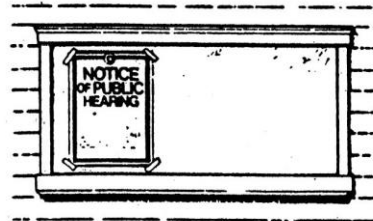


Illustration B

CERTIFICATE OF POSTING FOR PUBLIC HEARING

CASE NO. _____

This certifies that I/WE have posted the **NOTICE OF PUBLIC HEARING** sign for (Project Description):

located at (Project Address): _____

for the Public Hearing/Meeting scheduled on: _____

I hereby certify under the penalty of perjury that I posted the above-mentioned **NOTICE OF PUBLIC HEARING** on the _____ day of 20____.

Applicant (Print)

Representative/Posting Agent (Print)

Signature

Signature

Date _____

The processing of your case will not be completed until this form is returned, along with the required photographs verifying the posting to the case file for your project to the project case file. This form and photographs may be submitted digitally or in hard-copy; for current mailing addresses, contact the assigned project planner for the case.

Regardless of who posts the site, it is always the responsibility of the Applicant to assure that the notice is firmly attached, legible, posted for public view from the property street frontage, and remains in that condition throughout the entire posting period.