



SAN FRANCISCO
PLANNING
DEPARTMENT

AFFIDAVIT FOR Posting Instructions

Date: **February 26, 2015**

To: **Applicants for Conditional Use, Variance, Rezoning, Downtown Project Authorization, Office Development, Large Project Authorization in Eastern Neighborhoods, Condominium Conversion Subdivision (5-6 units), Permit to Alter, Certificate of Appropriateness, Discretionary Review and Medical Cannabis Dispensary**

From: **San Francisco Planning Department**

Re: **Posting of Signs Required (Planning Code Section 306.8, 790.141)**

Planning Department
1650 Mission Street
Suite 400
San Francisco, CA
94103-9425

T: 415.558.6378
F: 415.558.6409

TYPES OF HEARINGS THAT REQUIRE SIGN POSTING

- Conditional Use Authorization, including Planned Unit Development
- Variance (more than 10 percent)
- Reclassification of Property (rezoning one-half acre or less)
- Section 309 (Downtown) Projects
- Section 321 (Office Development Limit) Projects
- Discretionary Review of Building Permits
- Section 329 (Large Project Authorization) Eastern Neighborhoods
- Condominium Conversion Subdivision (5-6 units)
- Permit to Alter
- Certificate of Appropriateness
- Medical Cannabis Dispensary

DURATION OF POSTING

30 days prior to hearing, Applicant responsibility

- Medical Cannabis Dispensary (Planning Code Section 790.141)

20 days prior to hearing, Applicant responsibility

- Conditional Use Authorization, including Planned Unit Development
- Variance
- Downtown Project Authorization (Planning Code Section 309)
- Office Development Limit Projects (Planning Code Section 321)
- Large Project Authorization in Eastern Neighborhoods (Planning Code Section 329)
- Permit to Alter
- Certificate of Appropriateness

10 days prior to hearing, Applicant responsibility

- Discretionary Review of Building Permits, except for building permits for Medical Cannabis Dispensary
- Condominium Conversion Subdivision (5-6 units)

10 days prior to hearing, Zoning Administrator responsibility

- Reclassification of Property

PLACEMENT OF POSTER

The poster shall be affixed to the inside of a window which is no more than six feet back from the property line. The window must be of sufficient size to accommodate the poster. The bottom of the poster shall be no lower than four feet above grade and the top of the poster shall be no higher than eight feet six inches above grade. The poster shall not be obstructed by awnings, landscaping, or other impediment. It shall be clearly visible from a public street, alley or sidewalk.

In the absence of windows meeting the above criteria, where the building facade is no more than nine feet back from the property line, the poster shall be affixed to the building. The top of the poster shall be no more than seven feet six inches above grade. The poster shall be protected from the weather as necessary. The poster shall not be obstructed by awnings, landscaping, or other impediment, and shall be clearly visible from a public street, alley or sidewalk.

Where the structure is more than nine feet from the property line, the poster shall be posted at the property line with the top of the sign no more than six feet and no less than five feet above grade. Such posters shall be protected from the weather as necessary.

Posters and lettering must be clearly visible from each public street, alley or sidewalk. If the poster is removed or otherwise destroyed during the required posting period, please contact Planning staff immediately to get a new poster. The Zoning Administrator may require that the site be re-posted to satisfy the notification requirements.

During the posting period, it is the applicant's responsibility to inspect the posted notice two separate times.

NUMBER OF POSTERS REQUIRED

Through and corner lots require two signs -- one on each frontage.

WHERE TO OBTAIN A POSTER

Applicants should contact the project planner to obtain a printed 30-inch by 36-inch poster from the Planning Department located at 1650 Mission Street, Suite 400, San Francisco, CA 94103.

DOCUMENTATION OF POSTING

At the time of the hearing the applicant must submit a declaration, signed under the penalty of perjury, which declares that the applicant has complied with the provisions of the posting ordinance. Photographs must also be submitted showing the sign posted on the site.

QUESTIONS ABOUT SIGN POSTINGS

Questions about sign postings should be directed to the planner handling the application.

Affidavit for Posting

Please submit this completed Declaration at the Public Hearing.

I, _____, do hereby declare as follows:

- On _____, I posted public notice for Case No. _____ on the project site:

_____ Address

Block _____ Lot _____ (one for each frontage for through and corner lots)
stating that a public hearing will be held by the ☐ Planning Commission ☐ Zoning Administrator
☐ Historic Preservation Commission

on _____.
Date

- Attached to this declaration are photographs showing the duly posted public notice on the project site.

- After posting the aforementioned notice, I personally inspected the posted notice on

_____ and _____
Date Date

and determined that the required notice was posted during the requisite duration between

_____ and _____.
Date Date

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on this day, _____ in _____.
Date Location

Signature

Name (Print), Title

Relationship to project, e.g., owner, attorney, architect