



RIVERSIDE COUNTY PLANNING DEPARTMENT

Steve Weiss, AICP
Director

Public Hearing Notice Procedure

ATTENTION: In order to improve communication and transparency in the development review process the County of Riverside is now requiring all Change of Zone and General Plan Amendment application(s) to provide on-site posting of Public Hearing Notice 14 calendar days prior to the public hearing. Postings not posted 14 calendar days prior to public hearing are subject to case continuance. *****Projects that require more than one (1) hearing body or public hearing will be required to provide a Public Hearing Notice for each hearing body or public hearing.**

NOTE: It is the sole responsibility of the project applicant, representative and/or property owner and the sign company of their choosing to maintain the Public Hearing Notice posting free of graffiti, debris or any other objects which may obstruct the Public Hearing Notice(s).

REQUIREMENTS

1. The Public Hearing Notice(s) surface shall not be smaller than 4 ft. x 6 ft.
2. The Public Hearing Notice(s) shall be attached by a stake or post not less than 6 ft. in height from ground surface (signs shall not be affixed to buildings or other structures)
3. The Public Hearing Notice(s) shall be placed on each street bordering the project (For frontage that exceeds 500-ft., one (1) sign shall be posted every 500-ft.) *****Public Hearing Notice(s) for parcels not adjacent or visible to a public right-of-way shall be subject to approval by the Planning Director.**
4. Signage shall include the following information:
 - a. County of Riverside Logo and Bar Code Reader. Please download the Logo and Reader at: <http://planning.rctlma.org/DevelopmentProcess/PostingRequirements.aspx>
 - b. "Public Hearing Notice" Lettering – See Sample Attached
 - c. Project Number
 - d. Proposal
 - e. Date and Time of Public Hearing
 - f. County of Riverside Planner Contact Info (name, phone, and email address)
 - g. County of Riverside website address: <http://planning.rctlma.org/PublicHearings.aspx>

*****NOTE: All Font Lettering shall be subject to Planning Department review and approval**

5. Sign Company shall submit proof of posting to the County of Riverside Project Planner upon posting

Riverside Office · 4080 Lemon Street, 12th Floor
P.O. Box 1409, Riverside, California 92502-1409
(951) 955-3200 · Fax (951) 955-1811

Desert Office · 38686 El Cerrito Road
Palm Desert, California 92211
(760) 863-8277 · Fax (760) 863-7555

***NOTE: All lettering shall be a minimum of (3) inches unless otherwise specified

All Font Letter shall be subject to Planning Department review and approval



Minimum 9"

PUBLIC HEARING NOTICE

Minimum 8"

PROJECT NO: **CHANGE OF ZONE NO. 1234**

Minimum 3"

PROPOSAL: **The Change of Zone proposes to change the site's zoning from Residential Agricultural – 20 Acre Minimum (R-A-20) to Residential Agricultural – 5 Acre Minimum (R-A-5)**

DATE/TIME: **December 1, 2015 @ 9:00am**

LOCATION: **4080 Lemon Street, 1st Floor, Riverside, CA 92502**

CONTACT : **John Doe**
PHONE: **951-955-0000**
EMAIL: **JDoe@rctlma.org**



Minimum 7"

<http://planning.rctlma.org/PublicHearings.aspx>

Minimum 5"

Minimum Width 6' (feet)

Minimum Height 4' (feet)