



SUTTER COUNTY DEVELOPMENT SERVICES

Planning Division

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Website: www.suttercounty.org

PUBLIC NOTIFICATION POSTERS – DISCRETIONARY ACTIONS

Discretionary land use actions approved at a public hearing include but are not limited to parcel maps, tentative subdivision maps, use permits, variances, rezones and general plan amendments, require posting of hearing notices on the property that is the subject of the hearing at least ten calendar days prior to the hearing.

POSTING OF PROPERTY

At the time of application to a Planning Technician at the CDRA front counter, public notification posters, posting instructions and an Affidavit of Posting will be provided to the applicant or the applicant's representative. If submitting an application online, public hearing posters will be mailed to you.

PUBLIC NOTICING REQUIREMENTS

At least 10 calendar days prior to a public hearing, the Planning Division will send hearing notification to all owners of property lying within 400 feet of the property, which is the subject of the project. In addition, the applicant shall post the property with flyers furnished by the Planning Division at least 10 days prior to the scheduled hearing date (date and time will be available from the Planning Division approximately 20 days prior to the scheduled hearing.) One copy of the notice flyer(s), together with the Affidavit of Posting, must be filed with the Planning Division prior to the hearing date.

DEVELOPMENT PROPOSAL PENDING SIGNS

Applications for permits subject to the original jurisdiction of the Planning Commission or the Board of Supervisors are required to establish a public notification sign (or signs) on the project site in accordance with Zoning Code Section 1500-23-060 D. (Public Notification signs for new Development Proposals). The sign(s) shall be established within thirty days of submission of an application. Applications shall not be deemed complete by County staff unless the required sign(s) have been established. Sign(s) shall comply with the following criteria:

1. Sign(s) shall be established within thirty (30) days after the submission of an application. An application shall not be deemed complete by County staff unless the required sign(s) have been established.
2. Sign(s) shall be a minimum of four (4) feet tall by four (4) feet wide and mounted on four-inch by four-inch posts, and shall not exceed four (4) feet tall by eight (8) feet wide.
3. Signs shall be established adjacent to each public right-of-way street frontage that the project site abuts in a manner that does not create sight distance problems within the right-of-way.

4. Sign(s) shall include the wording "Sutter County Development Services Department, Planning Division" and "Development Proposal Pending" and include contact phone number(s), website information, a brief description of the approvals being sought, and a sleeve that will be used to hold public notices describing project specifics, hearing dates, and information on how to contact the project planner and applicant.
5. The Planning Division must approve a "proof sheet" of the sign prior to production.
6. The applicant shall be responsible for constructing the sign(s) and for maintaining the sign(s) in a satisfactory condition, and shall remove all sign(s) within 30 days of a final determination by the appropriate County hearing body.

PUBLIC NOTIFICATION SIGN EXHIBIT

