



## SECTION 333 PUBLIC HEARING NOTICE

### INSTRUCTIONS AND DECLARATION OF POSTING MAY 2019

For questions, you can call the Planning counter at 628.652.7300 or email [pic@sfgov.org](mailto:pic@sfgov.org) where planners are able to assist you.

**Español:** Si desea ayuda sobre cómo llenar esta solicitud en español, por favor llame al 628.652.7550. Tenga en cuenta que el Departamento de Planificación requerirá al menos un día hábil para responder.

中文：如果您希望獲得使用中文填寫這份申請表的幫助，請致電628.652.7550。請注意，規劃部門需要至少一個工作日來回應。

**Filipino:** Kung gusto mo ng tulong sa pagkumpleto ng application na ito sa Filipino, paki tawagan ang 628.652.7550. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

**This document contains instructions and declaration of posting for signs required for certain public hearings before the Planning Commission, Historic Preservation Commission and Zoning Administrator.**

#### TYPES OF HEARINGS THAT REQUIRE SIGN POSTING

- 100% Affordable Housing Bonus Program (AHB)
- Certificate of Appropriateness (COA)
- Coastal Zone Permit (CTZ)
- Conditional Use Authorization (CUA)
- Condominium Conversion (5-6 Dwelling Units) (CND)
- Discretionary Review of Building Permits (DRP/DRM)
- Downtown Large Project Authorization Section 309 (DNX)
- Downtown Residential Project Authorization Section 309.1 (DNX)
- Executive Park Special Use District Projects Section 309.2
- Institutional Master Plan (IMP)
- Large Project Authorization in Eastern Neighborhoods (ENX)
- Office Allocation (OFA)
- Permit to Alter (PTA)
- Planned Unit Development (PUD)
- Rear Yard Modifications
- Reclassification of Property (Rezoning One-Half Acre or Less) (MAP)
- Requests for Reasonable Modification – Residential Uses
- Variance (VAR)

## **DURATION OF POSTING**

The poster shall be affixed to the subject property in the manner outlined below at least 20 days before the hearing.

## **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 bottom of the poster shall be no lower than four feet above grade and 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 four 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 ensure that the poster remains visible on the property. The applicant must inspect the posted notice at least two separate times.

## **NUMBER OF POSTERS REQUIRED**

One poster shall be required for each full 25 feet of each street frontage of the subject property. For lots with less than 25 feet of street frontage, at least one poster is required. Multiple posters shall be spread along the subject street frontage as regularly as possible. These requirements may be modified upon a determination by the Zoning Administrator that a different location for the sign would provide better notice or that physical conditions make this requirement impossible or impractical, in which case the sign shall be posted as directed by the Zoning Administrator.

## **WHERE TO OBTAIN A POSTER**

Applicants should contact the project planner to obtain a printed poster.

## **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.



## San Francisco Planning

**FOR MORE INFORMATION:**

Contact San Francisco Planning

**San Francisco Planning Reception**  
49 South Van Ness Avenue, Suite 1400  
San Francisco CA 94103

**TEL:** 628.652.7600  
**WEB:** [www.sfplanning.org](http://www.sfplanning.org)

**Planning counter at Permit Center**  
49 South Van Ness Avenue, 2nd Floor  
San Francisco CA 94103

**EMAIL:** [pic@sfgov.org](mailto:pic@sfgov.org)  
**TEL:** 628.652.7300



## DECLARATION OF POSTING FOR SECTION 333

I, \_\_\_\_\_, do hereby declare as follows:

1. On \_\_\_\_\_, 20\_\_\_\_, I posted a public notice for Case No. \_\_\_\_\_ on the project site located at \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ (one on each frontage for through and corner lots) stating that a public hearing will be held by the \_\_\_\_\_ Planning Commission \_\_\_\_\_ Zoning Administrator on \_\_\_\_\_, 20\_\_\_\_.
2. Attached to this declaration are photographs showing the duly posted public notice on the project site
3. After posting the aforementioned notice, I personally inspected the posted notice on \_\_\_\_\_ and \_\_\_\_\_, 20\_\_\_\_ I determined that the required notice was posted during the requisite duration between \_\_\_\_\_ and \_\_\_\_\_, 20\_\_\_\_.

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

EXECUTED ON THIS DAY, \_\_\_\_\_, 20 \_\_\_\_\_,  
IN SAN FRANCISCO.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Relationship to Project: e.g. owner, Attorney, Architect, etc.

**Please submit this completed Declaration at the Public Hearing.**