



## NOTICE OF FILING SIGN REQUIREMENTS

### BACKGROUND

To increase community awareness and encourage neighborhood participation early in the review process of a development project, any new project requiring a Minor Conditional Use Permit (MCUP) or Conditional Use Permit (CUP) within the Business Manufacturing Park (BMP) and General Industrial (I) Zone must post a "Notice of Filing" sign at the project site under consideration pursuant to Chapter 19.670 Public Hearings and Notice Requirements of the Riverside Municipal Code (RMC).

NOTE: It is the sole responsibility of the project applicant, representative and/or property owner to post and maintain the Notice of Filing posting free of graffiti, debris or any other objects which may obstruct the Notice.

If you have any questions, please call the Planning Division at (951) 826-5371.

### REQUIREMENTS

#### Sign Criteria:

- 1) The Notice of Filing(s) surface area shall be 4 ft. x 8 ft.
- 2) The Notice of Filing(s) shall be attached by a stake or post not less than 6 ft. in height from ground surface and shall not be affixed to buildings or other structures.
- 3) Signage shall include:
  - a) City of Riverside Logo
  - b) "Notice of Filing" Lettering – Sample Attached
  - c) Case Project Number
  - d) Proposal
  - e) Project Location
  - f) Project Applicant Name and Contact Info (Email and Phone Number)
  - g) An area dedicated for public hearing information (if applicable)
  - h) Contact Information for City of Riverside Planning Division

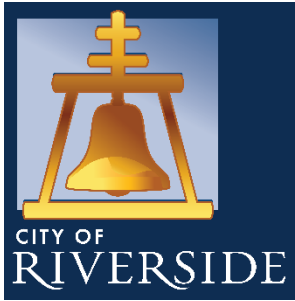
#### Placement:

- 1) The signs must be posted on each street frontage and shall be spaced a minimum of 300 lineal feet apart, no more than three feet behind the property line closest to, and parallel to, the street, and clearly visible from the street.

#### Timing and Maintenance:

- 1) All notification sign(s) shall be installed within 60 days of application submittal.
- 2) Signs shall remain in place throughout the entire project review period and shall not be removed prior to the expiration of the appeal period of the final action taken on the project.
- 3) Signs shall be removed no later than 14 days following the expiration of the final appeal period or withdrawal of the application.

City of Riverside logo must be published.



# **NOTICE OF FILING**

**NOTE: All font must be Century Gothic and shall be a minimum of 4 inches unless otherwise specified.**

**PROJECT NO: PR-2023-12345 (CONDITIONAL USE PERMIT)**

**PROPOSAL:** Jane Doe of Fictious Company LLC. proposes a Conditional Use Permit for a major vehicle repair facility in the General Industrial (I) zone.

**PROJECT LOCATION:** 123 Imaginary Drive Riverside CA, 92501

**APN:** 123-456-789

**APPLICANT:** Jane Doe, (951) 123-4567, [jdoo@riversideca.gov](mailto:jdoo@riversideca.gov)

**FOR ADDITIONAL INFORMATION PLEASE CONTACT:**

City of Riverside – Planning Division  
3900 Main Street – 3<sup>rd</sup> Floor  
(951) 826-5800  
[RiversideCA.gov/Planning](http://RiversideCA.gov/Planning)

**Public Hearing  
Information:**

**NOTE: Sign width must be 8 ft.**