



## **POSTING OF COURTESY NOTICE**

### **LDC Chapter 9.17 - Public Hearings**

#### ***What is a Courtesy Notice?***

The City of Livermore requires that applicants post a courtesy notice for all projects that are proposed on undeveloped land. The City will supply the applicant with an example of the notice and the applicant is responsible for posting the notice on the project site.

#### ***Where should courtesy notices be placed?***

Courtesy notices should be placed on the project site within ten feet of the property line abutting any street frontage. The notice should be staked at between a height of 4 feet and 7 feet above grade and should not be attached to telephone poles, fences, or trees.

#### ***What is involved in the process?***

Once an application has been scheduled for hearing, the applicant will receive a letter from the Planning Division requesting the courtesy notice be posted. Included in this letter will be the Planning Division's courtesy notice original. The applicant will be required to reproduce the original notice on 11" x 14" laminated paper.

Upon posting of the notice, the applicant will be required to complete the "Certificate of Posting" and return it to the Planning Division at least three (3) days prior to the hearing date.

Following final review of the project, the applicant is responsible for removing all courtesy notices from the project site within ten (10) days.

The applicant will be required to post the notice on the project site a minimum of ten (10) days before the project hearing date.