



## INSTRUCTIONS TO CREATE YELLOW DEVELOPMENT PROJECT SIGN

Last Updated July 22, 2022

### A. Sign Criteria

1. **Small Scale Development Projects** – All *Small Scale Development Projects* must post at least one 2' x 3' sign. [Sample Small Project Sign and fillable PDF template](#)
2. **Large Scale Development Projects** – All *Large Scale Development Projects* must post at least one 4' x 4' sign. [Sample Large Project Sign and fillable PDF template](#)

*A Large Scale Development Project is defined as: (1) a building of more than 2 stories, a Floor Area Ratio of more than 2.0, or involving 10,000 sq. ft. or more of new gross floor area; or (2) a project that involves a Density Bonus.*

### B. Sign Preparation, Content and Formatting

1. Construct the sign of a rigid material that can withstand all weather conditions.
2. Use a standard **yellow color** for background.
3. Use only the following font types in **black ink**: Times New Roman or Arial.
4. Sign must include the following information:
  - Project information (including address, a description of the project, and applicant contact information),
  - City of Berkeley contact information<sup>1</sup>,
  - Project elevation or rendering, and
  - Space for public notices, at least 9" x 12", in accordion-style plastic sleeves (to accommodate up to 20 pages).
5. Note that the Planning Department may require the applicant to alter "Project Information" after receiving the application so that it is consistent with the application materials. Photographic evidence of any change is required before the City will consider the project application complete. If project changes during project review, applicant must revise project sign accordingly.

### C. Mounting Instructions

1. Install sign prior to submitting project application to the City.
2. Mount the sign at the front property line on a post, fence or wall within arm's reach from the public sidewalk, with the top edge of the sign at 7' above the ground.
3. Install one sign on each side of the property that abuts a street (i.e. corner lots must have at least two signs).
4. Include two photographs of the installed sign in your project application: (1) close-up so the content of the sign is legible; and (2) from a distance showing the placement of the installed sign. Include a person or measuring stick in at least one photo to provide scale. Indicate date that the photo was taken.
5. It is the applicant's responsibility to maintain the signs consistent with these specifications for the full duration of the review of this project, or until advised by the Planning Department to remove or alter the sign. Signs must be on-site for posting of any City notice related to this project. Failure to maintain the signs may delay action on your project to allow for re-noticing.

<sup>1</sup> Information provided on attached sample signs.