



**City of Beverly Hills**  
Community Development Department  
Planning Division  
455 N. Rexford Drive  
Beverly Hills, CA 90210  
Tel. (310) 285-1000  
Fax. (310) 858-5966

## **INSTRUCTIONS – POSTED NOTICE FOR PENDING PROJECT**

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1. If there will be a scheduled public hearing on the project, the posted notice sign shall be posted on the project site **at least 20 days prior to the scheduled public hearing** for the project. If there is no public hearing, the posted notice sign shall be posted on the project site **on the same day the Notice of Pending Decision** is mailed.
2. The **Posted Notice Affidavit and a Proof of Posting (photograph)** of the posted notice sign on the project site shall be submitted to the Community Development Department **by the end of the business day** on which the sign is posted, to show that the sign has been properly posted. (Affidavit is attached.)
3. The posted notice sign shall be located in a **conspicuous place on the project site within five feet of the front property line**, with the sign face parallel to the abutting street and with the lower edge of the sign no higher than 4'0" from the ground. If the property has multiple street frontages, a posted notice will be required for each street frontage.
4. The posted notice sign shall remain in place until the expiration of the appeal period following a decision on the project. If an appeal is filed, please consult with the City Clerk to modify the sign to reflect additional hearing dates.
5. The posted notice sign shall be removed immediately following the end of the appeal period if no appeal has been filed. The Applicant is responsible for the removal of the posted notice.

**FAILURE TO POST THE SIGN AS REQUIRED WILL RESULT IN DELAYS IN PROCESSING YOUR APPLICATION.**

Posted Notice Affidavit

**POSTED NOTICE AFFIDAVIT**

STATE OF CALIFORNIA       )  
COUNTY OF LOS ANGELES   )       ss  
CITY OF BEVERLY HILLS     )

I, \_\_\_\_\_, under penalty of perjury state: That on

The \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_, I personally caused a Notice of Pending  
                  (Day)                               (Month)                               (Year)

Project, to be posted at the following place within said State, County, and City, to wit:

\_\_\_\_\_.

I certify under penalty of perjury that the foregoing is true and correct.

Attach proof of posting.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date