



## Public Notification Sign Territorial Boundary Change Projects

Applications for any San Joaquin LAFCO action involving an amendment to a city or special district boundary (annexations, detachments and/or reorganizations) is required to erect a public notification sign (or signs) within the territory boundaries of the requested action. Proof, in the form a photograph, that the sign(s) shall be erected prior to the issuance of a Certificate of Filing. Applications shall not be deemed complete unless the required sign(s) have been erected. Sign(s) shall comply with the following criteria:

1. Sign(s) shall be erected within sixty (60) days after the submission of a Justification of Proposal application. An application shall not be deemed complete unless the required sign(s) have been erected.
2. Sign(s) shall be four (4) feet tall by four (4) feet wide and mounted on four- inch by four- inch posts, or as otherwise approved by LAFCo staff. In no case, shall a sign(s) exceed four (4) feet tall by eight (8) feet wide.
3. Sign(s) shall be erected adjacent to each public right-of-way street frontage that the proposed territorial boundaries abuts in a manner that does not create sight distance problems within the right-of-way.
4. Sign(s) shall include the wording "San Joaquin Local Agency Formation Commission" and "Pending Territorial Boundary Proposal" and include contact phone number(s), website information, a brief description of the approvals being sought, and a sleeve that will be used to hold public notices describing project specifics, hearing dates, and information on how to contact the project coordinator and applicant.
5. LAFCo staff must approve a "proof sheet" of the sign prior to production. **Before the Certificate of filing is recorded, staff must receive a photo of the territory boundary change sign posted on the proposed site.**
6. The applicant shall be responsible for obtaining any needed sign permits from the appropriate jurisdiction, constructing the sign(s), maintaining the sign(s) in a satisfactory condition, and shall remove all sign(s) within 30 days of the recording of the Certificate of Completion for the action.

