



## **INSTRUCTIONS FOR SITE POSTING FOR DRAFT ENVIRONMENTAL IMPACT REPORTS AND PRELIMINARY MITIGATED NEGATIVE DECLARATIONS**

### **Project Sponsor Responsibility for Posting Notice**

San Francisco Administrative Code Chapter 31, Section 31.13(d), requires posting of the project site for draft environmental impact reports (EIRs) and preliminary mitigated negative declarations (PMNDs), and specifies that posters must be visible from the closest public street or other public space. It is the responsibility of each project sponsor to post the Notice of Availability (Notice) of a Draft EIR/PMND in accordance with these guidelines developed by the Environmental Review Officer. The project sponsor shall post at least three copies of the Notice in a “tabloid” poster format (11” by 17”) at various locations on or near the project site according to the specifications outlined below. Large sites will require additional notices as described below. The Project Sponsor shall confirm the number and locations of posters with the environmental review case coordinator. In addition, requirements for posted notices to be translated into other languages should be discussed and coordinated with the environmental review planner. The size and placement of translated notices should comply with these instructions.

The project sponsor must also ensure that the posting is done in a fashion that ensures that the Notice remains visible and readable for the duration of the specified period for public review of the Draft EIR/PMND. Appropriate measures should be taken to protect the Notice against inclement conditions, such as lamination or other protection measures. At least two inspections to verify continued posting are required, once within one week of the initial posting and a second time within one week of the end of the applicable notice period. Failure to properly post the property will cause any scheduled hearing to be postponed until after proper site posting notice has been provided.

### **Placement of the Notice**

1. The tabloid-sized (11” x 17”) Notice posters should be created from the final Notice reviewed and approved by the environmental review coordinator. If the Notice is more than a page long, then the site posting version may need to be reformatted to 11” x 17”. The Notice should be printed by the project sponsor or the environmental consultant. Any needed lamination or mounting on a display board (to protect from rain and other inclement weather conditions) is to be completed by the project sponsor. The font type and size should be clear and large enough to be visible from the nearest public street or other public space. The Notice must be posted in the most prominent location(s) on or near the primary façade of the project site. Other posted Notice locations should be spaced 25 – 50 feet apart along the street-facing frontages and nearby locations visible to the public as determined in consultation with the environmental review coordinator.

2. If a window of the subject building is within 4 feet of the property line, the Notice must be posted inside the window if the window is large enough. The bottom of the Notice must be no lower than 4 feet above grade and the top no higher than 7 feet above grade.
3. If a window is not a suitable size and location and the building facade is within 6 feet of the front property line, the Notice must be put on the building facade with its bottom at least 4 feet above grade and its top no higher than 7 feet above grade. It must be protected against rain and other inclement weather conditions.
4. If the building is more than 6 feet from the property line, the Notice must be posted at the property line with its top between 5 and 7 feet above grade. The Notice and its contents must in all cases be clearly visible from a public street, alley, or sidewalk. When the Notice is not put inside the window, it must be mounted on a display board and protected from rain and other inclement weather conditions.
5. In circumstances where the project site has multiple facades or spans a large area, the project sponsor should consult with Planning Department staff prior to posting regarding the number of posters as well as the proposed locations.
6. If the project site is a corner property or a through lot, the Notice must be posted on each street frontage following the instructions above. Additional postings of the Notice may be considered within 100 feet of the project site, and the Notice must be posted with its top between 5 and 6 feet above grade. The Notice and its contents must in all cases be clearly visible from a public street, alley, or sidewalk. When a Notice is not put on a building, it must be mounted on a display board and protected from rain and other inclement weather conditions.
7. If the Notice is removed or otherwise destroyed during the required posting period, the project sponsor should replace the Notice at the earliest possible time once contacted about the removal or damage. In addition, if there is evidence that the Notice was not available for the public for a considerable length of time, the Environmental Review Officer may require that the Notice be reposted for the required duration.

### **Documentation of Posting**

After posting the Notice, the project sponsor must submit the Declaration of Posting signed under penalty of perjury within five calendar days of the end of the applicable notice period. The Declaration must certify that the project sponsor has completed the required posting of the Notice. Please attach to the Declaration two photographs of each Notice after posting: one photograph from close enough so that the entire Notice can be clearly read; and the other photograph from farther away to allow identification that the Notice is at the correct property. Please mail the Declaration of Posting and attached photographs to the project's environmental review planner at the San Francisco Planning Department, 49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103. Alternatively, provide a digital copy of the signed Declaration of Posting and photos to the environmental planner by email.

Questions about the Notice of Posting may be directed to the project's environmental review planner or to Debra Dwyer at [debra.dwyer@sfgov.org](mailto:debra.dwyer@sfgov.org) or 628-652-7576.