



SAN FRANCISCO PLANNING DEPARTMENT

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 at least one copy of the Notice of Availability (Notice) of a Draft EIR/PMND in a "large-size" poster format (approximately 24" by 36") and post at least three copies of the NOA in a "legal size" poster format (11" by 17") at various locations on or near the project site according to the specifications outlined below.

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. 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 large-size posters can be printed by Planning Department staff or by the project sponsor. 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 legal-size posters are to be printed and laminated by the project sponsor. For both poster formats, the font type and size should be clear and large enough to be visible from the nearest public street or other public space. Under most circumstances, the large-size copy of the Notice must be posted in the most prominent location on or near the primary façade of the project site, whereas the legal-size copies of the Notice must be posted on secondary facades and nearby locations visible to the public.
2. If a window of the subject building is within 4 feet of the property line, the large-size copy of the Notice must be posted inside the window if the window is large enough. The bottom of the Notice must be no lower than 3 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 large-size copy of the Notice must be put on the building facade with its bottom at least 3 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 large-size copy of 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 large-size copy of 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, two or more large-size posters may be necessary. In these cases, the project sponsor should consult with Planning Department staff prior to posting.
6. At least three copies of the legal-size copy of the Notice must also be posted on or near the project site. If the project site is a corner property or a through lot, a legal-size copy of the Notice must be posted on each street frontage following the instructions above. Additional postings of the legal-size copy of the Notice should be 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 either the large-size or legal-size copies of the Notice is removed or otherwise destroyed during the required posting period, 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 attached 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, 1650 Mission Street, Suite 400, San Francisco, CA 94103.

Questions about the Notice of Posting may be directed to the project's environmental review planner or to Tania Sheyner at 415-575-9127.