



www.beverlyhills.org

COMMUNITY DEVELOPMENT DEPARTMENT

455 North Rexford Drive
Beverly Hills, CA 90210-4817
(310) 285-1123
FAX: (310) 858-5966

CITY OF BEVERLY HILLS

INSTRUCTIONS – AFFIDAVIT OF POSTING NOTICE OF PENDING PROJECT

1. The sign shall be posted **at least 20 days prior to the scheduled hearing** for the project.
2. An **Affidavit of Posting and a photograph** of the posted notice (sign) shall be submitted to the Community Development Department **within five days** of posting the sign, to show that the sign has been properly posted. (Affidavit is attached.)
3. The signs 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 between three and five feet from the ground.
4. The 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 sign shall be removed immediately following the end of the appeal period if no appeal has been filed.

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

AFFIDAVIT OF POSTING

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

I, _____(NAME), under penalty of perjury state:
That on _____(DATE), I personally caused a Notice of
Pending Project to be posted at the following place within said City, County, and
State, to wit:

_____ (LOCATION OF POSTING).

Signed

Attach proof of posting (photograph).