

A PROPERTY INFORMATION

PLEASE SEE SIGN PERMIT GUIDE (LAST PAGE) FOR HELP ON THIS FORM

Name of Business: _____ APN: - -

Property Address: _____ Permit Number:

B APPLICANT INFORMATION

Applicant _____ Company _____ Phone _____

Address _____

E-mail _____

1 FREESTANDING SIGNS

Basic Sign Area:

Linear measurement (in feet) of street property line (max 200 sf) = _____ X 0.5 =

Area of all existing freestanding signs (if any)

AVAILABLE SIGN AREA: (Basic Sign Area - Existing Sign Area) =

Area of proposed freestanding sign(s)

Setback from street property line. (Minimum 5 ft in commercial, mixed use and employment zones, elsewhere equal to 1 to 1 ratio of height to setback distance) Height of proposed sign (As measured from edge of right of way elevation)

Is the setback from the nearest Residentially zoned property at least 20 Yes No

Is the freestanding sign support at least one third the width of the sign? Yes No

Is this sign located outside of the Clear Vision Triangle? Yes No

2 BUILDING MOUNTED SIGNS

Basic Sign Area:

Linear measurement (in feet) of street property line building frontage (max 200 sf) _____ X 1.0 =

Area of all existing signs (if any) for this business located on this building

AVAILABLE SIGN AREA: (Basic Sign Area - Existing Sign Area) =

Area of proposed building mounted sign(s)

- Cabinet and can signs are prohibited.
- Wall signs shall not extend higher than the second story of a building
- Wall signs shall not extend higher than the building wall upon which they are attached.

3 TEMPORARY SIGNS

Is this the first promotional event being advertised in this calendar year? Yes No

If no, please provide the dates of previous display periods (4 max)

1. (___/___/___)-(___/___/___) 2. (___/___/___)-(___/___/___) 3. (___/___/___)-(___/___/___) 4. (___/___/___)-(___/___/___)

Has it been 30 or more days since the last temporary sign came down? Yes No

This temporary signage will be displayed from to

Maximum of 30 days for the first promotional event, and 15 days for subsequent promotional events in one calendar year.

* The only type of temporary signs allowed in the City are banner signs. Businesses are allowed two banner signs that must be affixed to the façade of the building and not extend above the roofline or parapet.

4 MISCELLANEOUS SIGNS

For all other sign types please contact the Planning Division to see if a permit is required or if the sign is allowed.

AREA / HEIGHT CALCULATION INSTRUCTIONS: *All calculated areas must be shown on sign exhibits*

Measuring Sign Area

Building painting, striping, and supporting structures are not included in sign area. The sign area is the total area contained within the smallest rectangular perimeter encompassing the sign, structures, and any background embellishments. The sign area for individual channel letter signs is the area contained by the smallest rectangular perimeter that will encompass each word. Only one face of a two sided, bi-directional, freestanding sign is calculated for sign area. However, where two faces of a double-faced sign are located more than two feet or greater than 45 degrees from one another, both sign faces are counted toward sign area.

Height: The height of freestanding signs, including freeway information signs, shall be measured as the vertical distance from grade at the edge of the right-of-way along which a sign is placed, to the highest point of the sign, including any structural or architectural component of the sign. When the grade at the edge of the right-of-way is higher than the site on which the sign is placed, that portion of the sign below the grade at the edge of the right-of-way shall not be included in determining the sign's overall height.

Building frontage: Building frontage shall be measured as the widest lineal dimension, parallel to the ground, of a continuous frontage. A building's frontage is considered continuous if projections or recesses in a building wall do not exceed 10 feet in any direction. For buildings with two or more frontages, the length of the frontage and allowable sign area shall be calculated separately for each building frontage.

Street Frontage: The length of street frontage is measured along the property line adjacent to the public right-of-way.

C

AGREEMENT

I hereby certify that I have reviewed the City's regulations pertaining to the design and placement of signs, and that the proposed sign(s) for which this permit is issued complies with said requirements. I also agree to comply with any conditions to the granting of this permit as stated in 17.29.110 of the Municipal Code.

Applicant Signature

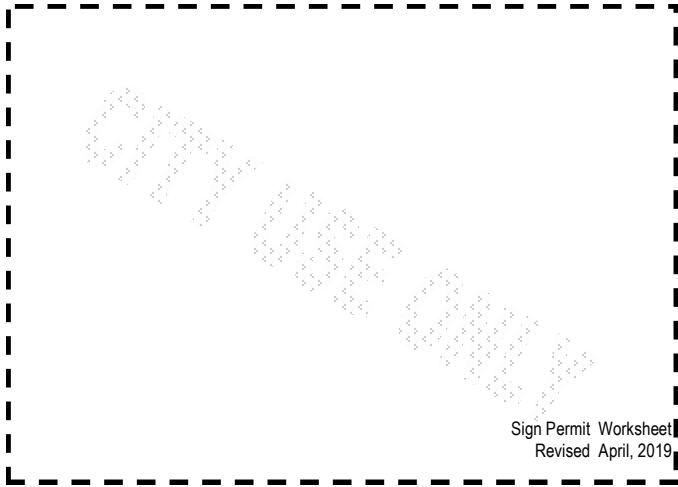
Date

Fees Due: _____

Approved By: _____

Special Conditions: _____

Notes:



This application Guide has been prepared to assist you in applying for a Sign permit. The City of West Sacramento Zoning Code requires applicants to obtain a sign permit from the Community Development prior to the placement or construction of any sign in West Sacramento. This guide will help you to easily and accurately complete the sign permit application form above. Please note: the information contained in this guide may not apply to the properties whose zoning designations include Planned Development standards. The Community Development Department has information on signage regulation in Planned Development zones.

Why is a sign permit required?

The regulation and issuance of sign permits by the City serves several purposes. The first and foremost purpose is to ensure that a comprehensive system of signs is established which will allow adequate business identification with a resulting quality appearance. Secondly, the sign permit process creates a fair and equitable system for allocating sign area. Lastly, the process helps City staff keep track of new signs that have been approved; identify existing signs that are no longer allowed and are to be amortized or phased out over time, and assists in establishing a City wide sign inventory.

Who needs to apply?

Anyone who plans to construct, place or display a sign, except exempt signs (see next section), must obtain a sign permit from the Community Development Department. This requirement also applies to businesses using temporary, grand opening or special events signs. The fee to apply for a sign permit is \$90. Many sign permits can be issued over the counter; more complicated requests take between 1 to 2 weeks. In some cases a building permit may also be required for sign structures such as bases, poles, or foundations, sign to be attached to existing surfaces and electrical features. If a building permit is required, the applicant will be charged an additional fee. Applicants who are unsure of the need to submit Building Permit plans should contact the Building Division at (916)-617-4683.

When is a sign not a sign?

The West Sacramento Zoning Code defines a sign as "Any identification, description, illustration, or device illuminated or non-illuminated, which is visible to the public from any exterior public right-of-way, and directs attention to a product, service, place, activity, person, institution, business or solicitation, including any permanently installed or situated merchandise; or any emblem, painting, banner, pennant, or placard designed to advertise, identify, or convey information. A display, device, or thing need not contain lettering to be a sign." The Zoning Code also defines those certain signs which are exempt from requirements of the Zoning Code and therefore do not require a permit. These are listed in Section 17.33.060 of the West Sacramento Zoning Code under, Exempt Signs. Examples of Exempt Signs include directional signs, memorial signs or tablets, civic event signs, national or political flags, and governmental signs (street signs, danger signs, etc.).

What counts as signage?

The amount of signage that is allowed for each property is computed according to formulas set out in the City's Zoning Ordinance. For the purposes of this permit all words, copy, logos, identifiable symbols and pictures which relate to a business are counted as sign area. Building painting or striping is not counted as sign area. If you are unsure whether a feature you are proposing constitutes signage, feel free to contact the Community Development Department at (916) 617-4645.

What type of plans and how many copies should be submitted with this permit?

The plan does not need to be prepared by a professional, but it does need to be drawn neatly to scale. In addition to showing the location and specifics of your proposed sign, the plan must also show the location and size of any existing signs on the property. Applicants submitted for sign permits are first required to stop at the Planning Division for review and approval. You must submit 3 sets of plans if your proposed sign does not require a building permit and 5 sets if it does. A \$90.00 review fee is due with the sign permit application. A Community Development staff planner will check your plans for conformance with the City's Zoning Code. Approved plans are stamped and returned to the applicant to be submitted with the building permit (if one is needed). The Building Division will charge an additional fee to review the building plans, and once the plans are approved, will issue a building permit.

What types of signs are prohibited?

The following signs are prohibited: roof signs, balloon signs, pennants, flags, streamers, billboards, signs on utility poles within the public right of way, abandoned signs, damaged signs, can signs, and unauthorized signs. If you are unsure if the sign you are considering is prohibited, feel free to contact the Community Development Department at (916) 617-4645.