



**APPLICATION
SIGN**
Please Type or Print

File No.	Quad.
Related Files	
DEPARTMENT USE ONLY	

www.srcity.org

TEMPORARY PERMANENT SIGN PROGRAM

GENERAL INFO	LOCATION OF PROJECT (ADDRESS)	ASSESSOR'S PARCEL NUMBER(S)	EXISTING ZONING
	NAME OF PROPOSED PROJECT		GENERAL PLAN DESIGNATION
	APPLICANT NAME	<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS <input type="checkbox"/> FAX	<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS <input type="checkbox"/> FAX
	APPLICANT ADDRESS	CITY STATE ZIP	EMAIL
	APPLICANT REPRESENTATIVE	<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS <input type="checkbox"/> FAX	<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS <input type="checkbox"/> FAX
	APPLICANT REPRESENTATIVE ADDRESS	CITY STATE ZIP	EMAIL
	PROPERTY OWNER NAME (SIGNATURE REQUIRED BELOW)	<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS <input type="checkbox"/> FAX	<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS <input type="checkbox"/> FAX
	PROPERTY OWNER ADDRESS	CITY STATE ZIP	EMAIL

* In the case of a partnership, all general and limited partners shall be identified. In the case of a corporation, all shareholders owning 10% or more of the stock and all officers and directors shall be identified. Please use the [Partnerships & Corporations](#) form.

PROJECT/BUSINESS DESCRIPTION - INDICATE NAME OF BUSINESS	
LENGTH OF BUILDING FRONTAGE _____ FEET	LENGTH OF TENANT FRONTAGE _____ FEET

PROPOSED SIGN INFORMATION		
NUMBER OF SIGNS REQUESTED _____	NUMBER OF SIGNS EXISTING _____	TOTAL SQ. FT. OF PROPOSED <input type="text"/>
HAS A SIGN VARIANCE BEEN APPROVED ON THE SUBJECT PROPERTY? <input type="checkbox"/> YES <input type="checkbox"/> NO		TOTAL SQ. FT. OF EXISTING <input type="text"/>
FILE NO. _____		
TYPE (INDICATE FREE STANDING, ATTACHED, AWNING, WINDOW, OTHER)	DESCRIPTION	ILLUMINATED?
	SIZE: HEIGHT _____ LENGTH _____ DEPTH _____ SQ FT _____ HEIGHT ABOVE GRADE _____ LETTER HEIGHT _____ MATERIAL: BACKGROUND _____ LETTERS _____ BACKGROUND: _____ LETTERS _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
	SIZE: HEIGHT _____ LENGTH _____ DEPTH _____ SQ FT _____ HEIGHT ABOVE GRADE _____ LETTER HEIGHT _____ MATERIAL: BACKGROUND _____ LETTERS _____ BACKGROUND: _____ LETTERS _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
	SIZE: HEIGHT _____ LENGTH _____ DEPTH _____ SQ FT _____ HEIGHT ABOVE GRADE _____ LETTER HEIGHT _____ MATERIAL: BACKGROUND _____ LETTERS _____ BACKGROUND: _____ LETTERS _____	<input type="checkbox"/> YES <input type="checkbox"/> NO

SUBMITTAL INFORMATION - See staff to determine which requirements apply.	
<input type="checkbox"/>	3 copies of site plans showing all dimensions, including sign locations. Plans <u>must</u> be either reduced to 11 x 17 or folder to 8 ½ x 14 max. Note: Sign Program submittals require 10 copies of required plans.
<input type="checkbox"/>	3 copies of elevation & landscape plan showing all dimensions including signs. Plans <u>must</u> be either reduced to 11 x 17 or folder to 8 ½ x 14 max. Include landscape plan for free standing signs.
<input type="checkbox"/>	Vicinity Map with North Arrow.

PROPERTY OWNER'S CONSENT - I declare under penalty of perjury that I am the owner of said property or have written authority from property owner to file this application. I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application. I further understand that the City of Santa Rosa is no longer enforcing most Sign Programs and it is my responsibility to ensure adherence to any sign program criteria I want enforced. **X**

DEPT	APPLICATION:	RECEIVED BY	DATE	FEE RECEIVED \$
	ENVIRONMENTAL REVIEW: <input type="checkbox"/> REQUIRED <input type="checkbox"/> EXEMPT CLASS <u>11</u>		DATE	FEE RECEIVED \$
	APPROVED BY _____	DATE	CONDITIONS	

SIGN

SIGN SUBMITTAL CHECK LIST

The questions below are intended to guide the design of proposed signs to ease understanding and compliance with City of Santa Rosa Sign design criteria.

1. Are you proposing 3 signs or less? Yes or No
2. Is the total square footage of all proposed signs less than or equal to 1 square foot per linear foot for signs on the primary façade, and less than or equal to .5 square foot per linear foot for signs on the secondary façade? Yes or No
3. Is the total square footage of all signs 100 square feet or less? Yes or No
4. Is the proposed height of any monument sign less than or equal to 7.5 feet? Yes or No
5. Is the monument sign setback at least 5 feet from the back of sidewalk or property line (whichever is greater) and not located within the vision triangle of an intersection? Yes or No
6. Is the background of the monument sign a color other than white or opaque if white? Yes or No
7. Is the square footage of any window sign less than 20% of the square footage of the window? Yes or No
8. Does the submittal accurately identify the location of all (existing and proposed) signs on a site plan and a building elevation(s)? Yes or No
9. Has the property owner signed the application? Yes or No

If you answered 'Yes' to all of the questions above, a sign permit is likely to be approved over the counter (subject to review and confirmation by City staff). Please come to the Community Development Department between 9:30 am-12 pm, M-Th, to have your submittal reviewed at the front counter and every effort will be made to grant an approval during this visit.

If you have answered "no" to any of these questions, your submittal may not meet the City of Santa Rosa Sign criteria and a more comprehensive staff review may be necessary. It is recommended that you review the Sign regulations in Chapter 20-38 of the Zoning Code and revise the sign submittal to meet these standards.

Reduced fees are available for sign submittals that can be approved over the counter.