

SIGN PERMIT CHECKLIST



Project Information

Project Name: _____

Site Address: _____

APPLICATION SUBMITTAL REQUIREMENTS

REQUIRED FORMS:

- [Universal Application Form](#)
- [Indemnification Form](#)
- [Disclosure Form](#)
- [Copyrights Release Form](#)
- [Electronic Signature Disclosure Form](#)
- [Property Owner Consent Form](#) (in lieu of property owner signing Universal Application)
- Sign Permit Checklist (Page 1 of this Form)

REQUIRED PROJECT INFORMATION:

Indicate below each of the required documents or plan set components that have been prepared and submitted for this application. **See instructions on the following page for those requirements.**

PROJECT DOCUMENTS:

- [Sign Table Worksheet](#)
- [Sign Compliance Worksheet](#)

PROJECT PLAN SET COMPONENTS:

- Sign Elevation with Details
- Sign Site Plan

REQUIRED FEES:

Use the City's online [Fee Schedule to determine your project's required Application Fee\(s\)](#).

INSTRUCTIONS FOR APPLICATION REQUIREMENTS

ALL Required Project Information must comply with the City's [Universal Digital File Standards](#).

PROJECT DOCUMENTS – All documents must reflect the [document requirements](#). Use the [document requirements](#) to determine if you should include that document.

PROJECT PLAN SET COMPONENTS – All plans/sheets must reflect the [plan sheet requirements](#).

SIGN PERMIT INFORMATION & PROCESS

The regulations established by this Chapter are intended to appropriately limit the placement, type, size, and number of signs allowed within the City, and to require the proper maintenance of signs. Prior to submission of a Sign Permit, please review [Chapter 20-38](#) of the Santa Rosa Zoning Code and [Section 4.8](#) of the Design Guidelines.

Sign Permits are approved by Planning and Economic Development Staff. The approval of a Sign requires that the review authority first make all the following findings:

1. The proposed signs do not exceed the standards of Sections [20-38.070](#), Zoning District Sign Standards, and [20-38.080](#), Standards for Special Category Signs, and are of the minimum size and height necessary to enable motorists and pedestrians to readily identify the facility or site from a sufficient distance to safely and conveniently access the facility or site;
2. The size, location, and design of the signs are visually complementary and compatible with the scale and architectural style of the primary structures on the site, any prominent natural features on the site, and structures and prominent natural features on adjacent properties on the same street; and
3. The proposed signs are in substantial conformance with the design criteria in the City Design Guidelines.