

# SIGN VARIANCE 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 Variance 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:

- Response to Sign Variance Criteria
- [Sign Table Worksheet](#)

#### PROJECT PLAN SET COMPONENTS:

- Sign Elevations 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](#). Use the [plan sheet requirements](#) to determine if you should include that plan set component.

## SIGN VARIANCE INFORMATION & PROCESS

The Sign Regulations established by the Zoning Code 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 Variance, please review [Zoning Code Chapter 20-38](#), [Zoning Code Section 20-52.060](#) and [Section 4.8](#) of the Design Guidelines.

Sign Variances are intended to provide greater flexibility in the application of sign regulations to address varied needs and unusual circumstances of certain commercial uses and businesses in the City. A Sign Variance is similar to a Variance, except that a Sign Variance has different findings as shown in the Zoning Code. Sign Variances provide a procedure for City review and decision on Sign Variance requests that propose an alternative to applicable Zoning Code standards. An application for a Sign Variance shall be considered by the Zoning Administrator and govern only the development standards identified in [Zoning Code Chapter 20-38](#).

The Zoning Administrator may approve a Sign Variance, with or without conditions, only after making all of the following findings.

- a. Strict compliance would preclude an effective design solution improving sign functionality, operational efficiency or appearance.
- b. Strict compliance would preclude an effective design solution fulfilling the basic intent of the applicable regulations.
- c. The variance will not constitute a grant of special privilege inconsistent with limitations imposed on similarly zoned properties or inconsistent with the purposes of the zoning regulations.
- d. The proposed sign is architecturally and aesthetically compatible with the major structures on the subject site, and adjacent sites and is compatible with the character of the established neighborhood and general environment.
- e. The proposed project has been reviewed in compliance with the California Environmental Quality Act (CEQA).