



City of Santa Paula Planning Department Application Instructions for a Sign Permit

When is a sign permit needed?

A sign permit is needed whenever a new permanent sign is going to be installed, painted, hung, erected, or an existing sign is going to be altered on residential or commercial property. Permanent signs on windows also need a sign permit. Temporary window signs do not need a sign permit provided they are removed within 30 days and do not exceed 20% of the window size. A total of two temporary window signs are allowed per individual business, however, only one temporary window sign is allowed for a business in a multi-tenant building or complex.

Definition of a Sign

Sign – any structure, device, or material, temporary or permanent, fixed or portable, moving or stationary, whether located inside or outside a building, that is visible from any property where the primary purpose of the sign is to convey visual communication [Section 16.48.030 of SPMC].

Allowable Sign Area

The maximum allowable sign area will depend on the zoning district and any existing signs on the property. Refer to Tables 48-2 through 48-6 of the Sign Ordinance for the types of signs allowed, maximum sign area, number of signs allowed, height restrictions, etc.

Required Application Materials

1. Complete application form with signatures. Faxed applications will not be accepted. The Planning Department must have original applications with wet signatures on file and/or a letter of authorization from the landlord/property management agent on letterhead paper.
2. Provide 3 sets (10 sets of folded plans, size 11"x17" if the application requires Planning Commission or City Council Approval) consisting of:
 - a. Site Plan – showing north arrow, property lines, sidewalks, street names buildings, parking areas, landscaping areas, location of proposed signs, location of existing signs, and proposed setbacks of any freestanding signs (including monument and pole signs). All freestanding and monument signs must comply with sight visibility requirements as outlined in the Sign Code (see attached sample site plan).

- b. Sign Specification Sheets – drawing showing details of proposed sign(s) (size, type of sign, materials, colors, dimensions, lighting information, etc). Provide at least one color specification sheet. Color and material samples on hard stock paper are welcomed.
 - c. Elevations Sheet(s) – showing exterior building elevations with proposed and/or existing signs, and showing the building frontage measurement and the sign fascia area. Indicate how much of the building fascia will be available for signs and the dimensions of existing signs. In some instances with existing buildings you may be able to submit photos of the storefront instead of drawing an elevation sheet.
3. If you are submitting a Master Sign Plan, please label all buildings and tenant spaces. Include a table showing how the maximum allowable sign area will be allocated to each tenant space and provide an elevation of the building fascia where the signs will be permitted.
4. Pay Design Review Fee: \$82 per sign or \$600 deposit for a Master Sign Plan (required for 3 or more commercial spaces) or monument sign that does not require a Conditional Use Permit. If the application is for a monument or freestanding sign requiring a Conditional Use Permit, please contact the Planning Department for different permit fees and submittal materials.

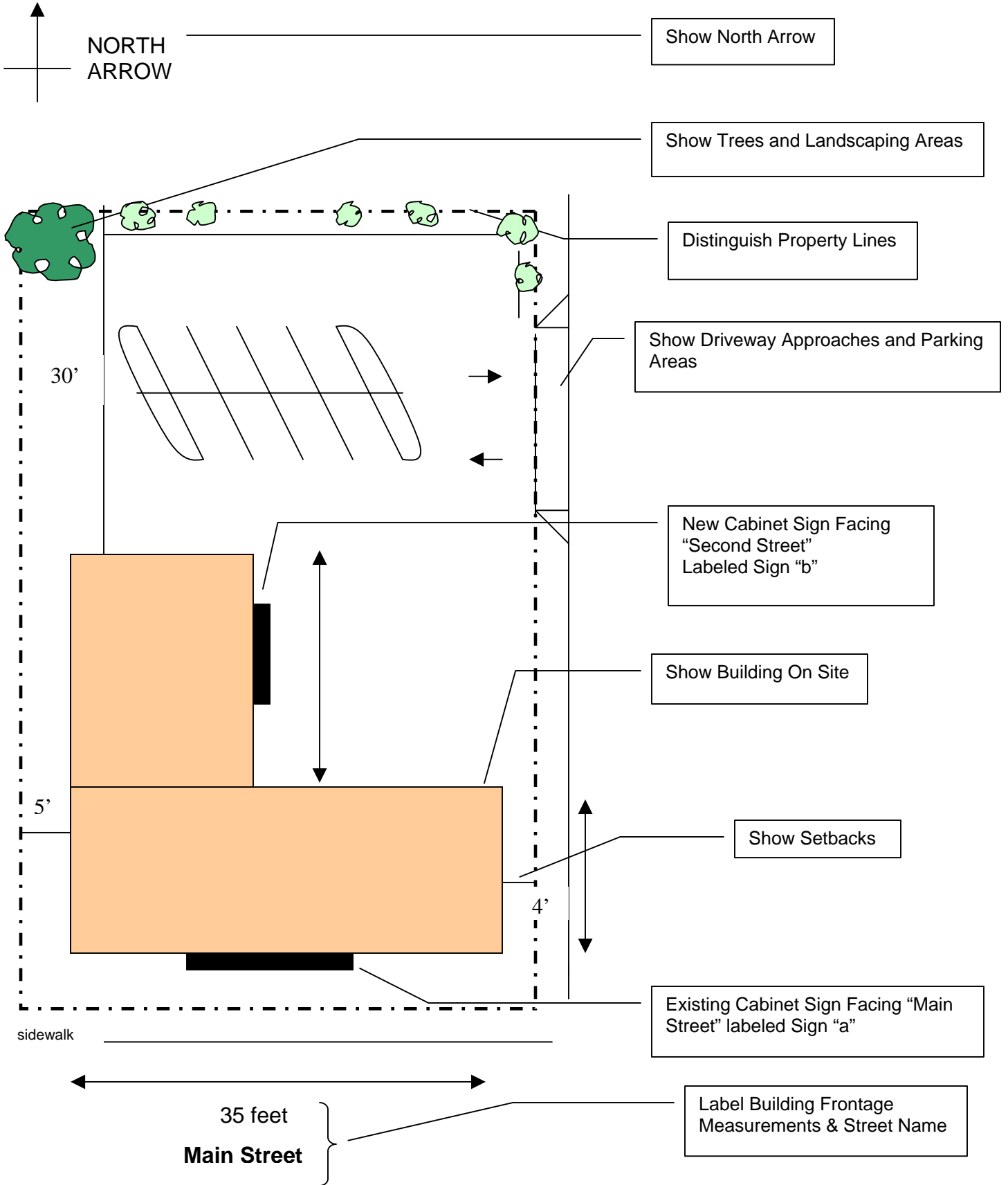
Following Submittal

Applications received will be reviewed for completeness and for compliance with the sign ordinance. Within 10 days of filing the application, staff will contact you with news. Please note: Planning approval is required prior to applying for any required building permits.

If you are applying for approval of a Master Sign Program or a monument sign staff will respond with news of your application within 30 days of the submittal date.

** If you have any questions about your sign application, please have your project number available and contact a planner at (805) 933.4214 or write to:
City of Santa Paula Planning Dept., P.O. Box 569, Santa Paula, CA 93060. You can also visit us on the world wide web at www.ci.santa-paula.ca.us/planning.

SAMPLE SITE PLAN



SAMPLE BUILDING ELEVATION SHEET

