



**CITY OF SANTA PAULA
PLANNING DEPARTMENT**
200 SOUTH 10TH STREET
SANTA PAULA, CA 93060
(805) 933-4214 EXT 214

SIGN PERMIT INSTRUCTIONS – APPLICATION – INFORMATION

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 commercial or residential 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. Per the Santa Paula Municipal Code, a sign is defined as:

Chapter 16.48.030 – 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.”

Furthermore, 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.

SIGN PERMIT APPLICATION REQUIREMENTS:

The following items must be submitted and/or completed to obtain a Sign Permit in the City of Santa Paula (Planning staff may require additional information as necessary):

- 1. Completed Sign Permit Application and Questionnaire/Worksheet.** Incomplete, emailed, and/or 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 or property management agent on letterhead paper, if required.
- 2. Three sets of folded 11”x17” plans (10 sets 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 welcome.
 - c) **Elevations** – showing exterior building elevations with proposed and/or existing signs, and showing the building frontage measurements 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. **Design Review Fee: \$500 per sign or \$3,000 deposit for a Master Sign Plan (required for 3 or more commercial spaces) or for a monument sign that does not require a Conditional Use Permit. Alternatively, small projects may be reviewed at \$129 per hour. Inspection and/or building permit fees may also apply.** 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 Code. Within 10 days of filing the application (30 days if applying for approval of a monument sign or Master Sign Program), staff will contact you with an update.

PLEASE NOTE: *Planning approval is required prior to applying for any building permits.*

Please contact the Planning Dept. with any further questions.

Thank you!



SIGN PERMIT APPLICATION

**MUST INCLUDE (3) SETS OF 11"x17" PLANS,
SPECIFICATION SHEETS & ELEVATIONS**

PROJECT NO: _____
 RECEIPT NO: _____
 PERMIT EXPIRES: _____

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PLEASE PRINT CLEARLY (POR FAVOR IMPRIME CLARAMENTE)

DESCRIPTION (DESCRIPCIÓN)

Business Name: (Nombre del negocio)		Date: (Fecha)
Address/Location: (Dirección)		APN:
Total Number of Proposed Signs: (Número total de signos)	Other Information: (Otra información)	Zone:
Length of Building Frontage: (Longitud del frente del edificio)		Gen. Plan:

SIGN COMPANY / REPRESENTATIVE (INFORMACIÓN DEL DUEÑO DE LA PROPIEDAD)

Sign Company: (Negocio de signos)	Name: (Nombre)
Full Mailing Address: (Dirección de correo – Incluyen ciudad, estado y código postal)	
Phone: (Teléfono)	Email: (Correo electrónico)

PROPERTY OWNER INFORMATION (INFORMACIÓN DEL DUEÑO DE LA PROPIEDAD)

Owner Name: (Nombre del dueño)	Contact: (Contacto)
Full Mailing Address: (Dirección de correo – Incluyen ciudad, estado y código postal)	
Phone: (Teléfono)	Email: (Correo electrónico)

SIGNATURES (FIRMAS)

An application may be filed only by the owner(s) of the property or by a person with the power of attorney or permission from the owner authorizing the application or by the attorney-at-law representing the owner.

Property Owner Signature: (Firma del dueño)	Date: (Fecha)
Print Full Name: (Escribe el nombre completo)	

I am the applicant's representative and have permission from the property owner or power of attorney (written verification attached hereto) authorizing the filing of this application.

Representative Signature: (Firma del representante)	Date: (Fecha)
Print Full Name: (Escribe el nombre completo)	

SIGN PERMIT QUESTIONNAIRE & WORKSHEET

PLEASE ANSWER THE FOLLOWING QUESTIONS AS COMPLETELY AS POSSIBLE. FAILURE TO ANSWER ALL QUESTIONS COMPLETELY MAY RESULT IN A DELAY IN THE ISSUANCE OF YOUR SIGN PERMIT.

1	INVENTORY OF EXISTING SIGNS & PROPOSED SIGNS			
	Label your site plan accordingly (refer to sample site plan). If you are changing the face of an existing cabinet sign please indicate with a "CF" next to the sign number (see example in gray below).			
SIGN LABEL	SIGN TYPE (wall cabinet, channel letter, painted, canopy/awning, projecting)	(E) EXISTING OR (N) NEW (SPECIFY WHETHER EXISTING SIGNS WILL BE REMOVED)	DIMMENSIONS (LENGTH AND WIDTH)	SIGN AREA
A (CF)	<i>WALL CABINET SIGN</i>	<i>(E)</i>	<i>3' X 7'</i>	<i>21 sf</i>
B.	<i>NEW CABINET SIGN</i>	<i>(N)</i>	<i>3' X 5'</i>	<i>15 sf</i>
			TOTAL SIGN AREA:	
2	Does this location have more than (3) businesses?			<input type="checkbox"/> YES <input type="checkbox"/> NO
3	Are you proposing any <u>new</u> Freestanding Signs? (e.g. Monument Sign, Pole Sign)			<input type="checkbox"/> YES <input type="checkbox"/> NO
	Are there any <u>existing</u> Freestanding Signs on the property? (e.g. Monument Sign, Pole Sign)			<input type="checkbox"/> YES <input type="checkbox"/> NO
	If yes, are you modifying any of the existing Freestanding Signs? (e.g. rewiring electrical, modifying size/height, face change, pole replacement, etc.) Describe changes: _____ _____ <small>*Note: all Freestanding Signs must be shown on the Site Plan and specification sheets must be provided that include setback measurements from property lines, dimensions, and height.</small>			<input type="checkbox"/> YES <input type="checkbox"/> NO
4	Are you proposing any Temporary Signs? (e.g. grand opening or new management banners, etc.)			<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, for how long will the Temporary Sign be posted? <small>*Note: a Banner Application may be required instead of this Sign Application.</small>				

SAMPLE SITE PLAN



Show North Arrow

Show Trees and Landscaping Areas

Distinguish Property Lines

Show Driveway Approaches and Parking Areas

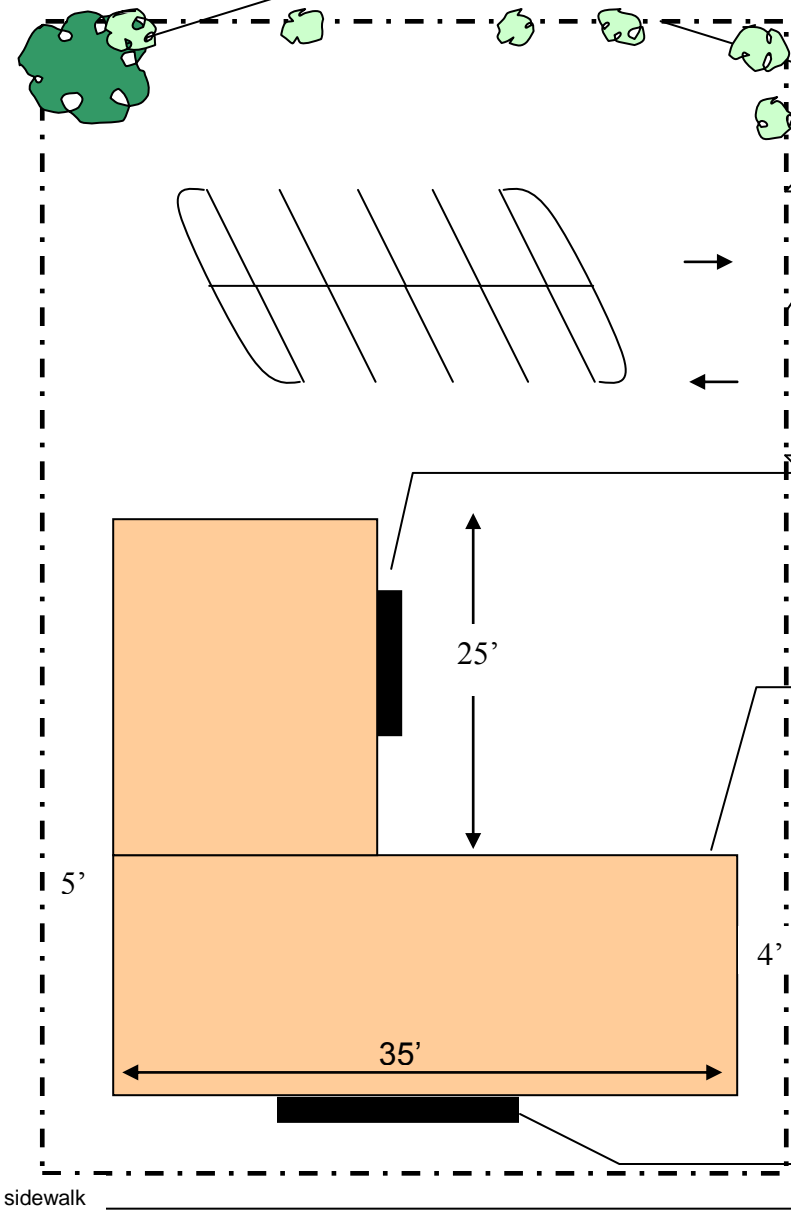
New Cabinet Sign Facing "Second Street" Labeled Sign "b"

Show Building On Site

Show Setbacks For Freestanding Signs

Existing Cabinet Sign Facing "Main Street" labeled Sign "a"

Label Building Frontage Measurements & Street Name



Main Street

SAMPLE BUILDING ELEVATION SHEET

(Check with Planner if photo of building with required information is acceptable)

