



CITY OF SEBASTOPOL

PORTABLE SIGN REQUIREMENTS

Are Portable Signs Allowed?

Yes, the City of Sebastopol does allow portable signs (also known as sandwich board signs) provided the following requirements are met:

- Your business is located in one of the following zoning districts and is **not** within a shopping center: CN-Neighborhood Commercial; CO-Commercial Office; CG-General Commercial; CD-Downtown Core; O-office, or CH-Heavy Commercial. Call the Planning Department at 823-6167 if you are not sure what zone applies to your business.
- Each face of the sign cannot exceed 6 square feet in area and the height of the sign cannot exceed 3 feet. Typically, they have dimensions of 2 feet by 3 feet. They cannot have more than two sides or faces.
- Portable signs have to be located on the private property in which the business is located with permission of the property owner or landlord. They cannot be placed on public property such as streets, the town Plaza, or park areas. Also, they cannot be placed in parking spaces or driveways.
- Caltrans does not allow these signs on State Highways. In Sebastopol, this includes: the street and sidewalks along Sebastopol Avenue, Petaluma Avenue, North and South Main Street, and Gravenstein Highway North and South. At times, Caltrans will enforce this and remove any signs found in these areas.
- To locate a sign on City-owned sidewalks, an encroachment permit must also be obtained. Liability insurance to cover the City will also be required. Any approved sign must allow a minimum of 4 1/2 feet of sidewalk width.

What Happens if I don't get a Sign Permit?

If a portable sign is placed on property without a sign permit or otherwise violates the rules for portable signs, the Building Inspector

can cause the sign to be removed and assess the owner for the cost of removal, as well as cite the violation as an infraction.