



City of Sebastopol

SIGN REVIEW - BANNER SIGN

The submittal information shall be provided to the Planning Department. All submittal information shall be presented along with the Planning Application form, related fees, and any additional information required by the Planning Department before the application can be accepted as complete. Banner signs are temporary and are to be used for thirty days. An extension for thirty additional days may be requested to the Planning Department before the original thirty days has expired as long as a permanent sign permit application has been filed with the Planning Department.

SUBMITTAL REQUIREMENTS

(# of copies)

- 1. **Application Form:** (1)
Completed and signed by applicant and property owner.
- 2. **Fee:** As defined on the fee schedule listed on the Master Planning Application. Checks should be made payable to the City of Sebastopol.
- 3. **Location Map:** (1)
Indicate the subject parcel(s) and adjacent streets on an 8 1/2" x 11" map.
- 4. **Sign Inventory:**(1)
This should include the type (freestanding, wall, projection, etc.), height, width, depth, area, height above finished grade, locations of all existing and proposed signs, type of material(s), and method of illumination.

Example of Sign Inventory:
Sign #1: Wall sign, (proposed), 25 square feet, 5'x 5'. Sign is plywood, lettering is red on white background. Sign is not illuminated. Sign will be mounted on front of building next to main entrance to business.
- 5. **Written Statement**.....(1)
Written Statement providing a description of all proposed and existing signs.
- 6. **Sign Details:**(10 sets)
Detailed drawings of all proposed signs, indicating the letter size and style, color scheme, (background, graphics, lettering, borders, colors, cabinet colors, etc) and material specifications (minimum scale 1/4"=1'0"). Height above finished grade must also be shown.
- 7. **Site Photographs:**(1 set)
Clearly show the views of and from the project, including existing signs, and if necessary, neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly. Polaroids or digital photos on a CD are acceptable.

Example of Banner Sign

Example: Size of Sign to be 4 feet in height by 6 feet in width.
Sign to be placed on the frontage of the building (see location map)
Bakersfield Font to be used for lettering.
Letters to be 30" in height.
Background of Sign to be white.
Banner Color to be Brown.
Letters to be Royal Blue.
Material for sign and letters is vinyl.

