



# City of Sebastopol

Planning Department  
7120 Bodega Avenue  
Sebastopol, CA 95472  
(707) 823-6167 (Phone) or (707) 823-1135 (Fax)  
[www.ci.sebastopol.ca.us](http://www.ci.sebastopol.ca.us)

## SIGN APPLICATION FORM

### PROJECT INFORMATION:

PROJECT INFORMATION:		FOR CITY USE ONLY	
ADDRESS:		PLANNING FILE #:	_____ / _____
PARCEL #:		DATE FILED:	_____
PARCEL AREA:		TOTAL FEES PAID: \$	_____
		RECEIVED BY:	_____
		DATE APPLICATION DEEMED COMPLETE:	_____

### APPLICANT OR AGENT:

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Business License #: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### OWNER OF PROPERTY IF OTHER THAN APPLICANT:

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Business License #: \_\_\_\_\_

Signature: \_\_\_\_\_

*I certify that this application is being made with my consent.*

Date: \_\_\_\_\_

### OTHER PERSONS TO BE NOTIFIED: (Include Agents, Architects, Engineers, etc.).

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**PROJECT DESCRIPTION:**

**DESCRIBE IN DETAIL:** the proposed sign project and permit request (Attach additional pages, if needed):

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Please describe existing uses (businesses, residences, etc.) and other structures on the property:

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**DEVELOPMENT DATA:**

SQUARE FEET BUILDING EXISTING:					
BUILDING FRONTAGE (IN FEET):					
# OF SIGNS CURRENTLY ON PROPERTY:					
* SIGN TYPE(S):					
SIGN LOCATION(S):					
SIGN SIZE(S):	Height: Length:	Height: Length:	Height: Length:	Height: Length:	
		WILL SIGNS BE CHANGED OR ADDED ?:			
		<input type="checkbox"/> YES		<input type="checkbox"/> NO	
# OF SIGNS PROPOSED FOR PROPERTY:					
* SIGN TYPE(S):					
SIGN LOCATION(S):					
SIGN SIZE(S):	Height: Length:	Height: Length:	Height: Length:	Height: Length:	
		IS ILLUMINATION PROPOSED? <input type="checkbox"/> YES		<input type="checkbox"/> NO	
				Note: illuminated signs are subject to Design Review	
* Types of signs: Freestanding, wall, projecting (hanging), window, awning, fascia, sandwich; temporary signs (limited to 30 days): banner.					

**ADDITIONAL REQUIRED MATERIALS:**

- Location Map.....(indicate the subject parcel(s) and adjacent streets).
- Sign Inventory.....(details on all the proposed signs: including type, height, width, depth, area and height above finished grade, locations of all existing and proposed signs, type of material(s), and any method of illumination).
- Sign Details.....(detailed scaled drawings of all proposed signs, indicating the letter style, color scheme, cabinet colors, and material specifications. Height above grade must also be shown).
- Site Photographs..(Clearly show the views of and from the project, including existing signs. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label accordingly).

**INDEMNIFICATION AGREEMENT**

As part of this application, applicant agrees to defend, indemnify, release and hold harmless the City, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application or the adoption of the environmental document which accompanies it or otherwise arises out of or in connection with the City's action on this application. This indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the City's action on this application, whether or not there is concurrent passive or active negligence on the part of the City.

If, for any reason any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

Applicant's Signature	Date Signed	Planning File Number
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**NOTE:** The purpose of the indemnification agreement is to allow the City to be held harmless in terms of potential legal costs and liabilities in conjunction with permit processing and approval.

**NOTICE OF MAILING:**

Email addresses or facsimiles will be used for sending out staff reports and agendas to applicants, their representatives, property owners, and others to be notified.

**Please sign and acknowledge you have been notified of the Notice of Mailing for applications and have provided an email address or fax number.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

**NOTE:** It is the responsibility of the applicant and their representative to be aware of and abide by City laws and policies. City staff, Boards, Commissions, and the City Council will review applications as required by law; however the applicant has responsibility for determining and following applicable regulations.