



City of Sebastopol

SIGN REVIEW - ADMINISTRATIVE Application Checklist

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.

Upon receipt of this information the Planning Department will determine if the application is complete and will make a determination or, if necessary, schedule a hearing before the Design Review Board within six to ten weeks. The Design Review Board meets on the first and third Wednesday of every month at Sebastopol City Hall, City Hall Conference Room., 7120 Bodega Avenue, Sebastopol, CA at 4:00 p.m.

It is important that the applicant and/or his representative must be present for any meetings. Failure to do so may result in continuance of the application.

Size Limit: Plans should not be larger than 30" x 42" trimmed. All plans shall be folded into a 9" x 11" size. **Unfolded plans will not be accepted.**

Scale: The scale used on submittal plans shall generally be at a 1/8" = 1'0" for the architectural plans, 1" = 20' for site engineering plans. Include a north arrow, the scale and a bar scale on all plans.

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" by 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 style, color scheme, cabinet colors, 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. Please include photographs of existing sign(s) that will be replaced with proposed sign(s).

[] 8. **Site Plans:**(10 sets)

Site plans of the project shall be fully dimensioned and accurately drawn. The plans shall contain the following basic information unless the Planning Department determines that additional information is necessary to properly evaluate the project. Use as many sheets as necessary. You may combine information so long as the plans are easy to read. If details are not reviewed during the approval process, they will be subject to review and approval prior to issuance of building permits.

Site plans shall include the following information.

For small projects some of these requirements may be waived. Check with the Planning Department.

- a. Signs on Buildings: All existing and proposed signage for buildings, and structures. Include their outside dimensions, height, location and use. Include the length of building frontage(s) onto a public right of way. (If building has more than one frontage, identify length of each frontage).
- b. Exterior lighting: Show the location, height, size and type of exterior lights to be used for signs.
- c. Elevations: Fully dimensioned building elevations showing sizes and locations of existing and/or proposed wall signs (minimum scale 1/8" = 1'0), Signs shall be dimensioned. Photos with signs superimposed may satisfy this requirement.

[] 9. **Reduction:** (1)

An 8 1/2" x 11" reduction of each plan.