**PERMANENT SIGN PERMIT APPLICATION**

**Date: \_\_\_\_/\_\_\_/\_\_\_\_\_**  **Permit Number : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Address of Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Business/Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant is: [ ] Business Owner [ ] Property Owner [ ] Sign Contractor [ ] Other

Mailing Address of Applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application is for (check all that apply) [ ]Wall [ ]Pedestrian Oriented [ ]School or Church

[ ]Window [ ]Ground [ ]Canopy or Awning [ ]Projecting [ ]Subdivision [ ]Directory Panel

 [ ] Property is located in the Downtown Business Historic Preservation District?

 [ ] Signs are subject to landlord approval or to an overall planned development signage plan?

1. Complete page one of the permit application form, provide information as requested for each proposed sign on the attached pages, and sign the application below. 2. Attach two copies of all sign drawings. Drawings should depict lettering styles, colors, dimensions, materials, illumination, and should be scalable. 3. For wall signs, submit two copies of building elevations with dimensions. 4. For ground signs, submit two copies of site plans showing sign location and setback. Submit a landscape plan for the sign, if not previously approved. 5. Attach evidence of landlord approval if required. 6. Submit the application and accompanying drawings to the Pleasant Hill Community Development Department for review. Fee is paid with application. 7. The Pleasant Hill Sign Regulations are contained in Chapter 240 of the Pleasant Hill Unified Development Code which can be found at www.pleasanthill.com

Applicant’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date issued: \_\_\_\_\_\_\_\_\_\_\_\_Permit fee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special notations and/or conditions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WALL SIGNS**

PRIMARY WALL SIGN - One wall sign is allowed on the main façade. WIDTH OF FAÇADE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_LIN. FT. x 1.5 = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Items of Information\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGN DIMENSIONS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SQ. FT.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Fee\_\_\_\_\_\_\_\_\_)

SECONDARY WALL SIGNS - Large buildings with architectural fronts measuring at least 125 square feet in length are allowed up to four secondary signs.

SIGN 2 DIMENSIONS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SQ. FT.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Fee\_\_\_\_\_\_\_\_\_)

Items of Information\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGN 3 DIMENSIONS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SQ. FT.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Fee\_\_\_\_\_\_\_\_\_) Items of Information\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGN 4 DIMENSIONS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SQ. FT.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Fee\_\_\_\_\_\_\_\_\_) Items of Information\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGN 5 DIMENSIONS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SQ. FT.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Fee\_\_\_\_\_\_\_\_\_) Items of Information\*\_\_\_\_\_\_\_\_\_ OTHER FACADES—One sign is allowed on any wall facing a public street or having an architecturally emphasized public entrance.

WIDTH OF SECONDARY FACADE \_\_\_\_\_\_\_\_\_LIN. FT. x 0.75 = \_\_\_\_\_\_\_\_\_\_ Items of Information\*\_\_\_\_\_\_\_\_\_

SIGN DIMENSIONS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SQ. FT.\_\_\_\_\_\_\_\_\_\_\_\_\_ (Fee\_\_\_\_\_\_\_\_\_)

**PROJECTING SIGN**

A projecting sign may not exceed 9 sq. ft. in area and must extend at a 90 degree angle and must be pinned from the wall at least 6 inches. There must be at least an 8 ft. separation between the bottom of the sign and a sidewalk below. The sign must not exceed 16 feet in height of extend above a second story windows sill, whichever is lower.

SIGN DIMENSIONS \_\_\_\_\_\_\_\_\_\_\_\_\_ SQ. FT.\_\_\_\_\_\_\_\_\_\_\_ (Fee\_\_\_\_\_\_\_\_\_)

 Items of Information\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HEIGHT ABOVE SIDEWALK (IF APPLICABLE) \_\_\_\_\_\_\_\_\_\_\_\_ FT.

HEIGHT TO TOP OF SIGN \_\_\_\_\_\_\_\_\_\_\_\_ FT.

**PEDESTRIAN ORIENTED SIGN**

A non-illuminated pedestrian oriented sign may not exceed 1.5 square feet in area, and must be a minimum of 8 feet above the sidewalk, if attached to a canopy or awning.

SIGN DIMENSIONS \_\_\_\_\_\_\_\_\_\_\_\_\_ SQ. FT.\_\_\_\_\_\_\_\_\_\_\_ (Fee\_\_\_\_\_\_\_\_\_)

Items of Information\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HEIGHT ABOVE SIDEWALK (IF APPLICABLE) \_\_\_\_\_\_\_\_\_\_\_\_

 \*ITEMS OF INFORMATION: An Item of Information is a word, abbreviation, phone number, registered trademark, symbol, or geometric shape which is used to identify a building and/or an establishment. Each establishment may display permanent signage containing up to 10 items of information for each public street or highway on which it fronts, but never more than 20 items if it has multiple frontages.

Identical information on opposite sides of a double faced side is only counted once.

NOTE: ALL SIGNS MUST BE PROFESSIONAL IN QUALITY AND WELL MAINTAINED.

 **GROUND SIGN**

One ground sign is allowed on each multiple family zoned parcel and for each business or manufacturing zoning lot or parcel. The size of the sign is determined by frontage width and setback from the property line.

SIGN DIMENSIONS \_\_\_\_\_\_\_\_\_\_\_\_\_ SIGN SQ. FT.\_\_\_\_\_\_\_\_\_\_\_ (Fee\_\_\_\_\_\_\_\_\_)

Items of Information\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGN SETBACK FROM ROW LINE \_\_\_\_\_\_\_\_\_\_\_\_ FEET WIDTH OF LOT FRONTAGE \_\_\_\_\_\_\_\_\_\_FEET

**SUBDIVISION SIGNS**

A permanent subdivision ground sign is permitted at each entrance to a residential subdivision, provided such entrances are at least 400 yards apart. The maximum area of a subdivision sign is 32 sq. ft.; the maximum height is 8 feet. The sign area is the measurement of the sign face.

SIGN DIMENSIONS \_\_\_\_\_\_\_\_\_\_\_\_\_ SQ. FT.\_\_\_\_\_\_\_\_\_\_\_ (Fee\_\_\_\_\_\_\_\_\_)

**DIRECTORY SIGN**

A directory sign may be a window, wall, projecting or ground sign. The size of the sign is the same as the size of the corresponding sign type, plus an additional 10% for each establishment, not to exceed 150%. One ground directory sign is permitted per street frontage. The sign must include the address range for the property.

NUMBER OF POTENTIAL TENANTS \_\_\_\_\_\_\_\_

SIGN DIMENSIONS \_\_\_\_\_\_\_\_\_\_\_\_\_ SQ. FT.\_\_\_\_\_\_\_\_\_\_\_ (Fee\_\_\_\_\_\_\_\_\_)

SIGN SETBACK FROM ROW LINE \_\_\_\_\_\_\_\_\_\_\_\_FEET WIDTH OF FRONTAGE \_\_\_\_\_\_\_\_\_\_FEET

**CANOPY AND AWNING SIGNS**

Lettering or graphics on the valence of a canopy or awning may not exceed a height of three-fourths of the vertical dimension of a valence. The total area of the sign cannot exceed 50% of the area of the side of the canopy or 50% of the area of the slope of the awning on which it is applied.

SIGN DIMENSIONS \_\_\_\_\_\_\_\_\_\_\_\_\_ SIGN SQ. FT.\_\_\_\_\_\_\_\_\_\_\_ (Fee\_\_\_\_\_\_\_\_\_)

 Items of Information\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AWNING VALENCE OR CANOPY FACE HEIGHT \_\_\_\_\_\_\_\_\_ LETTERING HEIGHT \_\_\_\_\_\_\_\_

 OTHER AWNING SIGN INFORMATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WINDOW SIGNS IN HISTORIC DISTRICT**

The size of the sign is determined by measuring a box around the entire group of words, letters, and symbols.

SIGN 1 WINDOW AREA \_\_\_\_\_\_\_\_\_\_\_SQ. FT. SIGN DIMENSIONS \_\_\_\_\_\_\_\_\_\_\_\_\_

SIGN SQ. FT.\_\_\_\_\_\_\_\_\_\_\_ (Fee\_\_\_\_\_\_\_\_\_) SIGN 2 . WINDOW AREA \_\_\_\_\_\_\_\_\_\_\_SQ. FT.

 SIGN DIMENSIONS \_\_\_\_\_\_\_\_\_\_\_\_\_ SIGN SQ. FT.\_\_\_\_\_\_\_\_\_\_\_ (Fee\_\_\_\_\_\_\_\_\_)

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