



City of Clearlake

14050 Olympic Drive, Clearlake, California 95422
(707) 994-8201 ▪ FAX (707) 995-2653

SIGN PERMIT APPLICATION

TO APPLY:

1. Submit this completed application form. (If you are applying for a building permit at the same time, also complete the building permit application form).
2. For on premise signs, submit two (2) sets of plans (see following information).
3. Submit the appropriate fee according to the City of Clearlake Fee Schedule:
 - _____ Change in sign copy only
 - _____ New sign
 - _____ Conditional Use Permit for Off-Premise Sign(s), Murals, Roof-mounted Sign(s), Wall-mounted signs extending above roof eave or parapet wall.

CHECK TYPE OF SIGN:

- | | |
|--------------------------|---|
| _____ Free-Standing Sign | _____ Sign Program |
| _____ Attached Sign | _____ Individual Sign within Sign Program |
| _____ Portable Sign | _____ Other (<i>specify</i>) |

Address of Use: _____

Assessor's Parcel Number: _____

Applications must be signed by the legal owner or his legally authorized agent. Such signature attests that the signatory affirms the information furnished in this application is true; he/she has legal ownership or legal agency with the right to dispose of and utilize the parcel(s); moreover, that he and any cosigners affirm that they will abide by the conditions and obligations legally required and will inform any assigns of their continuing responsibilities

Applicant's Name: (If firm, name of firm) _____

Phone No: _____

Mailing Address: _____ Email: _____

Applicants Signature: _____ Date: _____

Property Owners Name _____

Phone No: _____

Mailing Address: _____ Email: _____

Property Owner's Signature: _____

Date: _____

REQUIRED PLANS

Plans for applications requesting only a change in sign copy on an existing sign shall show the information listed under No. 2 below. All other applications shall include plans drawn to scale and showing all the applicable information listed below. For signs requiring a conditional use permit, the plan shall be drawn on a maximum 11" X 17" sheet of paper.

1. Site Plan

- a. Property address and assessor parcel number.
- b. Property lines with dimensions.
- c. Location and name(s) of adjacent street(s).
- d. North arrow and scale.
- e. Existing structures with the locations and dimensions of existing and proposed signs mounted on the building(s).
- f. Location and dimensions of existing and proposed free-standing signs, including the dimensions of the sign's setback from the property lines.
- g. For free standing and projecting signs, location of the driveway, parking spaces and sidewalks.

2. Sign Elevations

- a. Show all dimensions, including total sign height above the ground for projecting and free-standing signs.
- b. Show the proposed text on the sign face.

3. Detail Construction Drawings (*If applying for a building permit*)

- a. For signs mounted on buildings, show the detail of the anchors or fasteners.
- b. For free-standing signs, show a footing detail. (*Wind calculations may be required for signs over six (6') feet in height; check with the Building Department to determine if you need to provide this information*).
- c. For illuminated signs, provide electrical plans in accordance with the requirements of the Building Department.

STAFF USE ONLY

FILE NO: _____ Initial Study No. _____ Fees: \$ _____

Date Rec'd: ___/___/___ Rec'd by: _____ Receipt No. _____

Existing Use _____ Zone _____ Related Files _____

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APPROVED BY: _____ DATE: _____

PUBLIC HEARING

_____ Not Required _____ Planning Commission ___/___/___

ENVIRONMENTAL REVIEW:

_____ Required _____ Exempt (Sec. 15311; Class 11)

PURPOSE OF THE SIGN PERMIT

The sign permit application provides the information necessary for the Planning Department to determine that the proposed new signs are in compliance with the Zoning Ordinance requirements. An approved Sign Permit is required prior to the issuance of a building permit for a sign or the installation or placing of new signs within the City.

REVIEW PROCESS

For on premise signs, The Planning Director reviews and approves the permit. If you are applying for a building permit, the Planning Director's review is done concurrently with the building permit plan check; the plans must comply with the approved Sign Permit before the City can issue the building permit.

The following signs shall require a conditional use permit approved by the Planning Commission:

- (1) Off-premise signs (*billboards*).
- (2) Murals
- (3) Off-premise business and church directory signs and City of Clearlake identification signs, billboards, or monuments which are located at a public road entering Clearlake.
- (4) Roof Mounted signs.
- (5) Wall mounted signs which extend above the top of the roof edge or eave or the top of a parapet wall.