



PLANNED SIGN PERMIT PROGRAM INSTRUCTIONS FOR FILING

Development Code Chapter 11.27 (Ordinance #1545)

Sign Permit Clearance Form approval is prepared administratively by Planning Department staff. The Planned Sign Permit Program application requires a public hearing before the Development Review Committee. The project applicant or their representative must be present at all public hearings to answer questions.

Applications shall be reviewed for compliance with the Application Submittal Requirements and may not be accepted for processing if incomplete. **All fees as listed on the adopted fee schedule must be received at the time of filing.** Please note **electronic** applications submitted by email and PDF are preferred. Please review the Instructions for E-Filing Applications for online submittals.

SUBMITTAL REQUIREMENTS

1. **Application Form:** One (1) copy of the completed Planning Project Application form with current property owner signatures and associated application fees.
2. **Site Plan:** Hard copies may be submitted following that one (1) full size copy of the site plan is drawn to scale (engineer's scale, no smaller than 1" = 20'). Hard copies of the site plan can be either (11" x 17") or (8 1/2" x 11") in dimension & shall be submitted with the application. Hard copy plans must be folded to a size no greater than (8" x 14") prior to acceptance. The site plan must also clearly indicate all dimensions and other pertinent information including the following:
 - a) Property lines and building setback lines.
 - b) The location of existing and proposed signs, other structures on site, with dimensions.
 - c) Building and street dimensions, including entrances and exits.
 - d) Street names and address of where sign(s) is (are) to be located.
 - e) A vicinity map, project name, North arrow, and scale.
 - f) Summary of project description (3 wall signs; 1 monument sign; etc.)
 - g) Elevation at base of sign and adjacent street elevation (freestanding signs only)
 - h) One (1) 8 1/2" X 11" or 11" X 17" reproducible copy.
3. **Sign Plan:** Hard copies may be submitted following that one (1) copy of the Sign Plan is drawn to scale (engineer's scale, no smaller than 1" = 20'). Hard copies of the site plan can be either (11" x 17") or (8 1/2" x 11") in dimension & shall be submitted with the application. Hard copy plans must be folded to a size no greater than (8" x 14") prior to acceptance. The site plan must also clearly indicate all dimensions and other pertinent information including the following:
 - a) Dimensions of sign(s) - height, width, area.
 - b) Materials and colors.
 - c) One (1) 8 1/2" X 11" or 11" X 17" reproducible copy.
4. **Building Elevation Plan: Wall signs only.** Hard copies may be submitted following that one (1) copy of the Building Elevation Plan is drawn to scale (engineer's scale, no smaller than 1" = 20'). Hard copies of the site plan can be either (11" x 17") or (8 1/2" x 11") in dimension & shall be submitted with the application. Hard copy plans must be folded to a size no greater than (8" x 14") prior to acceptance. The site plan must also clearly indicate all dimensions and other pertinent information including the following:
 - a) Location of proposed signs and existing signs, labeling each elevation.

5. For PSPP applications, provide all application information as listed in Section 11.27.130(B) *Planned Sign Permit Program*, of the Yuba County Development Code.

ENVIRONMENTAL REVIEW

All projects are subject to environmental review in accordance with the California Environmental Quality Act (CEQA). This environmental review is required in order to determine if the project will have an impact on the environment. ***You will be notified of the environmental determination and any fees associated with completing the environmental review once the initial review of your project has been completed.***

Note: Please refer to the Cultural Resources Submittal Requirements and Biological Assessment Guidelines if those reports are requested by the assigned Planner.