

SIGN APPLICATION

CITY OF WATSONVILLE – *Community Development Department*

250 Main Street

Watsonville CA 95076

(831) 768-3050 (831) 728-6173 fax



APPLICATION FEES

ADMINISTRATIVE REVIEW PERMIT

\$ _____

ADMINISTRATIVE USE PERMIT

\$ _____

AUTHORITY: Section 14-12.1200 of the Watsonville Municipal Code (WMC) requires a Sign Permit for all signs constructed within the City Limits in accordance with the design standards in chapter 8-6. All **USE PERMIT** applications shall be processed in accordance with Sec. 14-10.500-502. Signs are categorically exempt per section 15301(g) of the California Environmental Quality Act (no fee required). This application is provided for applicants requesting approval of a Sign Permit in the City of Watsonville. Appeals may be filed in accordance with Sect. 14-10.1100 of the Zoning Ordinance. Applications must be filed by the legal owner of record or authorized agent: the legal owner's signature must be submitted as part of a complete application.

City Use Only

File No. _____

Receipt # _____

Date Paid _____

GENERAL INFORMATION

APPLICANT NAME _____ PHONE _____

APPLICANT ADDRESS _____

OWNER NAME _____ PHONE _____

OWNER ADDRESS _____

PROJECT DESCRIPTION

THIS APPLICATION IS FOR (CHECK ONE): EXISTING SIGN(S), NEW SIGN(S), BOTH

DESCRIPTION OF SIGN _____

PROJECT ADDRESS _____

PROPOSED SIGN DIMENSIONS _____

WHICH TYPE OF SIGN ARE YOU PROPOSING? (PLEASE CHECK ALL THAT APPLY):

NOTE: Include all signs such as menus, hours of operation, charge cards, secondary signage, etc.

- | | | | |
|-------------------------------------|-----------------------------------|----------------------------------|--------------------------------------|
| <input type="checkbox"/> Wall | <input type="checkbox"/> Awning | <input type="checkbox"/> Neon | <input type="checkbox"/> Interior |
| <input type="checkbox"/> Projecting | <input type="checkbox"/> Window | <input type="checkbox"/> Pole | <input type="checkbox"/> Directional |
| <input type="checkbox"/> Canopy | <input type="checkbox"/> Monument | <input type="checkbox"/> Lighted | <input type="checkbox"/> Other |
| <input type="checkbox"/> Exterior | <input type="checkbox"/> Marquee | <input type="checkbox"/> Cabinet | |

WHICH, IF ANY, DOES YOUR SIGN CONTAIN?

- | | |
|---|--|
| <input type="checkbox"/> Internally Lit Cabinet Signs | <input type="checkbox"/> Wording other than the Name of the Business |
| <input type="checkbox"/> Externally Mounted Neon Signs | <input type="checkbox"/> Information <u>only</u> in a Non-English Language |
| <input type="checkbox"/> Internally Lit Plastic Letters | <input type="checkbox"/> Standard Corporate Logo |
| <input type="checkbox"/> Letters Exceeding 16 inches in Any Dimension | |

THIS INFORMATION WILL BE REVIEWED BY ALL APPLICABLE CITY DEPARTMENTS AND, IF REQUIRED, A STAFF REPORT WILL BE PREPARED. **PLEASE NOTE THAT A BUILDING PERMIT IS ALSO REQUIRED FOR MOST SIGNS** (For a temporary sign, please use the Temporary Sign application.)

SUBMITTAL REQUIREMENTS

- Please attach an 8.5" x 11" drawing of the proposed sign(s), including all wording, proposed colors, proposed dimensions, and a brief description of where it will be mounted.
- Please submit a complete survey of all existing signage including location, type and size. Also, identify if the sign is proposed to be removed.
- Plot Plan. For a pole or monument type sign, the plot plan must include the entire parcel. Plans must demonstrate where, on the building or site, the signage is proposed. Plans should include the following:
 1. Title of drawing (ie: Business Name)
 2. Name, address, and telephone number of applicant
 3. Date and scale of drawing
 4. Assessor's parcel number
 5. **Show all dimensions:**
 - a. Size of proposed sign, including all permanent window signs.
 - b. Size of letters
 - c. Height of sign above grade
 - d. Width of entire store along primary street
 - e. Width of storefront upon which sign is to be placed.

LETTER OF AUTHORIZATION

This letter shall serve to notify and verify that I/we am/are the legal owner(s) of the property being considered under this application and do hereby authorize the above representative to file and represent my/our interest in this application. I/we am/are the legal owner(s) of said property; have read the foregoing Letter of Authorization and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of California that the information contained in this application is true and correct.

OWNER(S) OF RECORD (Include extra sheets if necessary)

Printed Name

Signature

Date

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers contained herein and the information herein submitted, are in all respects true and correct. I also certify that all plans and submittal requirements are in accordance with the California Statutes and Watsonville City Code.

APPLICANT/APPLICANT'S REPRESENTATIVE:

Printed Name

Signature

Date

STAFF USE ONLY

Upon completion to conform to this application, the proposed project may be issued a sign permit. This project will comply with the provisions of Chapter 14 of the Watsonville Municipal Code with no significant environmental effect.

APN _____ ZONING DISTRICT _____ CONFORMING SIGN? (Y/N) _____

DATE APPROVED _____ STAFF SIGNATURE _____

DATE DENIED _____ BY _____

REASON FOR DENIAL _____

PERMIT NO. _____ RECEIPT NO. _____ DATE PAID: _____ RCVD BY: _____