

**PERMANENT SIGN / SIGN PROGRAM APPLICATION
ADMINISTRATIVE DESIGN REVIEW
CITY OF ENCINITAS
PLANNING AND BUILDING DEPARTMENT**

505 South Vulcan Avenue
Encinitas, California 92024
(760) 633-2710

Application No.: _____
Date of Application: _____

****Appointment Required Prior to Submittal****

	Code	Amount
<input type="checkbox"/> Sign Review	PZSG	_____
<input type="checkbox"/> Sign Program	PZSI	_____
<input type="checkbox"/> Environmental Review Exemption	PZEX	_____
		Total Paid: _____

Applicant Name: _____ **Phone:** _____ **Email:** _____

Business Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Owner Name: _____ **Phone:** _____ **Email:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Location of Sign: _____

Project Address: _____ **APN:** _____

Business Name: _____ **Business Phone:** _____ **Zone:** _____

Sign Proposal Description: List signs proposed by type with size and height. Attach a site plan for location of sign on subject property; also provide plans showing building and sign elevations.

SIGN TYPE (freestanding/monument)	Qty	Sign Dimension	Sign Area (Sq. Ft.)	Max. Height Above Grade
1.				
2.				
3.				
4.				

Applicant's Signature

Date

PERMANENT SIGNS

Definition: A "Permanent sign" is one which is intended to be "permanently in place" for the duration of the permit use. Examples of permanent signs may include, but are not limited to wall signs, projecting signs, freestanding or monument signs, signs painted on awnings, permanent window signs (including neon window signs), and on-site directional signs.

Requirements for submittal

1. Sign Administrative Design Review application form, completely filled out including evidence of legal parcel, disclosure statement and application supplement which describes the proposed signs.
2. A copy of the property deed.
3. Authority from property owner to process the application.
4. Five sets of site plans and elevations indicating the address, assessor parcel number, current use and current zoning of the site. In addition, the plans shall indicate the locations and dimensions of all existing or proposed buildings and signage on the site.
5. One set of colored elevations/Project material board (at Planner's discretion).
6. Photographs of existing and/or proposed signage.
7. Applicable processing fee.
8. If located within the city's coastal zone, a Public Notice Package 500 ft. notification radius is required.

SIGN PROGRAM

Definition: A "Permanent Sign Program" is a comprehensive design program that integrates all of the proposed business signage with the architecture of the building complex to create a visually compatible and effective sign display. Sign design elements such as size, shape, color scheme, location, signage type, and construction materials are made consistent throughout the building complex while offering some degree of flexibility for individual tenants. The intent of a permanent sign program is to encourage excellence in design by allowing for creativity in all types of signage, including monument signs, wall signs, projecting signs, permanent window signs, and canopy signs. A Sign Program is required for all commercial centers with six or more tenants.

Requirements for submittal

1. Sign Administrative Design Review application form, completely filled out including evidence of legal parcel, disclosure statement and application supplement which describes the proposed signs.
2. A copy of the property deed.
3. Authority from property owner to process the application.
4. Three copies of the Sign Program to include:
 - a. Description of the proposed program including sign size, location, color palette, letter style and size, color and exterior materials of buildings to which the signs will be attached, type of illumination, number of signs, limitation, proposed materials, and the like.

- b. Site plans which indicate the address, parcel number, current use and current zoning of the site. In addition, the plans shall indicate the locations and dimensions of all existing and proposed buildings and signage on the site.
 - c. Sample building elevations showing the sign placement, sign types and permitted sign dimensions at various locations on the site.
5. One set of a typical colored elevation.
 6. Project material board (required at the discretion of the Planner).
 7. Photographs of all existing signage and their location for historical reference.
 8. Applicable processing fee.

Regulatory Conclusions

In acting upon any Sign Design Review application, staff shall not approve a Design Review application if any one or more of the following "regulatory conclusions" are found to apply:

23.08.080 Regulatory Conclusions - Generally

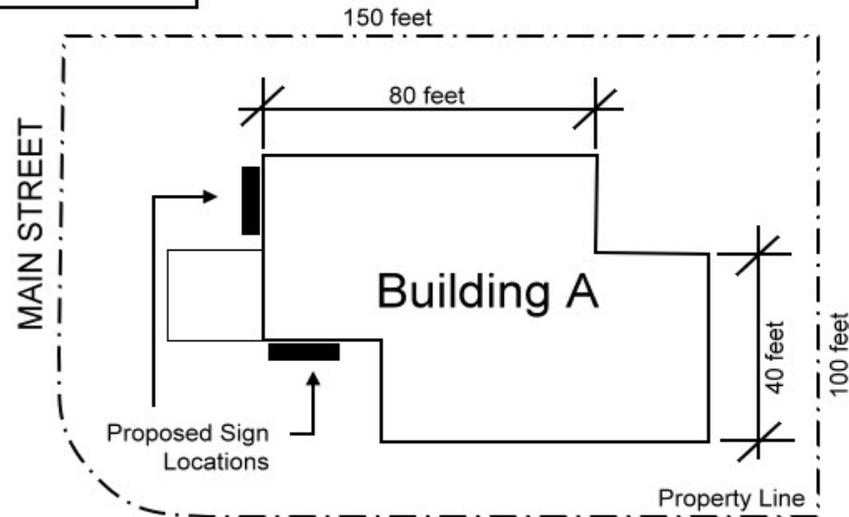
- a. The project design is inconsistent with the General Plan, a Specific Plan or the provisions of this Code.
- b. The project design is substantially inconsistent with the Design Review Guidelines.
- c. The project would adversely affect the health, safety or general welfare of the community.
- d. The project would tend to cause the surrounding neighborhood to depreciate materially in appearance or value.

**PERMANENT SIGN STANDARDS
FOR NONRESIDENTIAL USES**

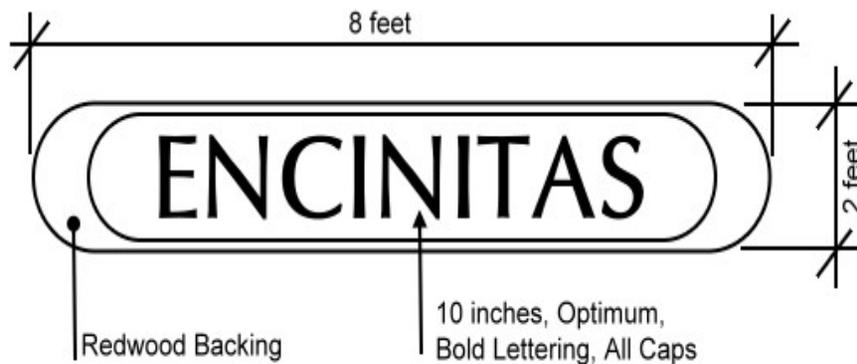
Sign Type	Size	Height	Notes
Freestanding	1 SF/1 LF of street frontage up to 175 SF	8', 12' with minor use permit	Minimum of 75' of street frontage. Sign may include area for tenant directory. 1 sign per street frontage.
Wall/Window	1 SF/1 LF of building/suite frontage up to 100 SF	Cannot exceed height of ceiling of 2nd story.	May not project above the roofline at the wall or ridge line or parapet wall.
Projecting	6 SF for blade signs, 4 SF for canopy signs	Cannot exceed the roofline at the wall or top of parapet wall.	One projecting sign allowed per establishment in-lieu of freestanding sign. A canopy sign may be in-lieu of a wall sign and given 1 SF/1 LF of building face.

Sign Application Sample

Site Plan



Sign Detail



Proposed Signs

Type	Canopy
Dimensions	8 feet x 2 feet
Total Area	16 square feet
Number of Faces	1
Illumination Type	None

Proposed Materials

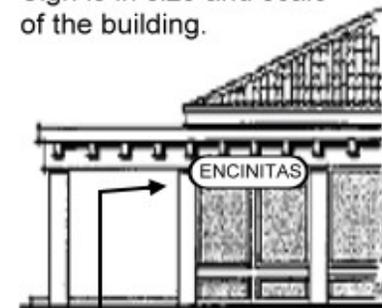
Sand Blasted Redwood

Raised White Letters

Rust Trim

Elevation

Sign is in size and scale of the building.



Sign is located beneath canopy.

PLANNING AND BUILDING DEPARTMENT

CITY OF ENCINITAS
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EVIDENCE OF LEGAL PARCEL

Applicant's Name _____ Telephone _____

Mailing _____

City _____ State _____

You are required to supply documentation that this property constitutes a legal parcel before the City can accept for filing any discretionary permits.

This form and associated evidence will be reviewed by the Planning and Building Department upon submittal of your application. A request for a Certificate of Compliance must be filed concurrently with or in advance of this application if the evidence presented is insufficient to determine this parcel as being a legal lot or determination will require substantial time to research.

If determined that the property is not a legal lot, no permit or other approval may be granted until corrective action has been completed.

Fees and deposits submitted with this application will be refunded only as provided for by the ordinances and regulations in effect at the time of the request.

Book _____ Page _____ Parcel _____

Signature of Applicant

Date

**CITY OF ENCINITAS
DISCLOSURE STATEMENT**

APPLICANT'S STATEMENT OF DISCLOSURE OF CERTAIN OWNERSHIP INTERESTS ON ALL APPLICATIONS WHICH WILL REQUIRE DISCRETIONARY ACTION ON THE PART OF THE COMMUNITY ADVISORY BOARD, CITY COUNCIL, PLANNING COMMISSION, AND ALL OTHER OFFICIAL BODIES.

The following information must be disclosed:

1. List the names of all persons having a financial interest in the application.

List the names of all persons having any ownership interest in the property involved.

2. If any person identified pursuant to (1) above is a corporation or partnership, list the names of all individuals owning more than 10% of the shares in the corporation or owning any partnership interest in the partnership.

3. If any person identified pursuant to (1) above is a non-profit organization or a trust, list the names of any person serving as director of the non-profit organization as trustee or beneficiary or trustor of the trust.

4. Have you had more than \$250 worth of business transacted with any member of City staff, Boards, Commissions, Committees, and Council within the past twelve months? **Yes** **No** If yes, please indicate person(s).

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PERSON is defined as: "Any individual, firm, copartnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, receiver, syndicate, this and any other county, city and county, city, municipality, district or other political subdivision, or any group or combination acting as a unit."

(NOTE: Attach additional pages as necessary.)

Signature of Applicant

Date

Print or type name of applicant