

CITY OF GRASS VALLEY
APPLICATION PACKET FOR

MASTER SIGN PROGRAM OR SIGN EXCEPTION

Attached are the filing forms and instructions for submitting a complete sign application. All forms must be completely filled out and submitted with any necessary supporting information. This packet includes the following forms:

1. Application Form
2. Site Plan and Application Checklist

Upon receipt of the **completed forms, site plan/maps, and filing fees**, the Community Development Department will determine the completeness of the application. This review will be completed as soon as possible, but within thirty (30) days of the submittal of the application. If the application is determined to be complete, the City will begin an environmental review, circulate the project for review by agencies and staff, and then schedule the application for a hearing before the Planning Commission.

If sufficient information **has not** been submitted to adequately process your application, you will receive a notice that your application is incomplete along with instructions on how to complete the application. **Once the City receives the** additional information or revised application, the thirty (30) day review period will begin again.

Approximately five (5) days prior to the Planning Commission meeting, the Community Development Department will provide you with a staff report which will include an analysis of the project along with comments from other agencies or departments. The staff report will usually contain a recommendation for approval, conditional approval, or denial.

Since the information contained in your application is used to evaluate the project and in the preparation of the staff report, it is important that you provide complete and accurate data. Please review and respond to each question. If a response is not applicable, N/A should be used in the space provided. Failure to provide adequate information could delay the processing of your application.

CITY OF GRASS VALLEY SIGN APPLICATION

Filing Fees

- Major – Multiple tenants/Shopping Center \$ 897.00
- DRC Exceptions to Sign Ordinance \$ 667.00

*County filing fees for the posting of the notice and Fish and Game fees, if required, are not included and are to be paid to the County Recorder by the applicant.

Sign Request: _____

Property Address or Location: _____

Assessor's Parcel No(s): _____

General Plan Land Use: _____

Proposed Zoning: _____

Property Owner

Applicant/Representative

NAME: _____
 ADDRESS: _____
 CITY: _____
 PHONE: _____
 EMAIL: _____

SIGNATURE OF PROPERTY OWNER: _____
(A property owner's representative can sign if the property owner provides a consent letter.)

SIGNATURE OF APPLICANT: _____

--OFFICE USE ONLY--	
Application No.:	Date Filed:
Fees Paid by:	Amount Paid:
Other Related Application(s):	

**GRASS VALLEY
MASTER SIGN PROGRAM OR SIGN EXCEPTION
APPLICATIONS CHECKLIST**

TO APPLICANTS: The following list includes all the items you must submit for a complete application. Some specific types of information may not apply to your project and, as noted, some items are not normally required. If you are not sure, ask Planning Division Staff. Planning Staff will use a copy of this list to check your application for completeness after it is submitted. If your application is not complete, a copy of the list will be returned to you marked according to the legend.

I. SITE PLAN; An 8-1/2" x 11" Site Plan for the property on which the sign(s) will be placed including:

- ___ Please note location of existing and proposed signs on site.
- ___ Provide square footage and type of each sign and total square footage for all signs.
- ___ For more than one sign, please give each sign a number starting with the number 1.
- ___ For suspended or projecting signs please note distance from sidewalk to bottom of sign.
- ___ For wall signs add an additional sheet showing dimensions and square footage of building walls on which signs will be placed.
- ___ For monument signs show sight distance from driveways and intersection corners.

II. SITE PLAN; An 8-1/2"x11" color drawing of each proposed sign including:

- ___ Number each sign corresponding to number shown on the site plan.
- ___ Message that will appear on sign including; typeface, font, and design details.
- ___ Dimensions in feet and total square foot area of proposed sign.
- ___ Overall height of all monument and freestanding signs.

III. MOUNTING DETAILS; Mounting details may be placed on the Sign Plan or as a separate sheet but must include the following:

- _____ Description of material used in construction of sign.
- _____ Thickness and approximate weight of sign for suspended or projecting signs.
- _____ Means of lighting including shielding, type, and size of lamps (if applicable).
- _____ For suspended signs provide details of anti-sway devices.