



CITY OF GRASS VALLEY
125 E. Main Street Grass Valley, California 95945
(530) 274-4330

SIGN PERMIT - DRC APPLICATION

Attached are the filing forms and instructions for submitting a complete DRC 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. Sign Permit - DRC Checklist

Upon receipt of the **completed forms, site plan, 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. Once the application is determined to be complete, the City will schedule the project for the next Development Review Committee meeting.

If sufficient information **has not** been submitted to adequately process your application, you will receive notice that your application is incomplete, along with a list of the additional items required. 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 Development Review Committee 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.

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.

If signage is installed without proper City approval, you will be subject to significant monetary penalties.

I have reviewed this application and the attached material. The information provided is accurate. I understand the City may not approve the signage I am applying for, or may set conditions of approval.

Print Name

Signature Owner/Applicant/Tenant

Date

CITY OF GRASS VALLEY SIGN PERMIT - DRC APPLICATION

Filing Fees

- Sign Review / Minor DRC (1 meeting)..... \$238.00
- Sign Permit / Pole Mounted (PRR, includes electrical)\$318.00
- Sign Permit / Free-Standing or Monument (PRR, includes electrical).....\$354.00
- Sign Permit / Building mounted, projecting or window\$114.00
- Electrical Permit (one inspection).....\$114.00
- Business License (one-time use).....\$ 25.00
- CA Building Standards Fee (\$1.00 per \$25,000.00 valuation) TBD

Project Description: _____

Property Address or Location: _____

Assessor's Parcel No(s): _____

Property Owner

Name: _____
 Address: _____
 City: _____
 Phone: _____
 Email: _____

Business Owner/Tenant/Applicant

Sign Installer

Name: _____
 Address: _____
 City: _____
 License #: _____
 Phone: _____
 Email: _____

Sign Designer

Cost of Sign: \$ _____

Electrical Connection: Y ___ N ___

Signature of Property Owner/Representative: _____

(A property owner's representative can sign if the property owner provides a consent letter.)

--OFFICE USE ONLY--	
DRC Application No.:	Date Filed:
Sign Application No.:	Amount Paid:
Fees Paid by:	Fees Included:
Other Related Application(s):	Date Permit Mailed:

Mail Permit to (check one): Business Owner _____ Applicant _____ Sign Installer _____

**CITY OF GRASS VALLEY
COMMUNITY DEVELOPMENT DEPARTMENT
SIGN PERMIT - DRC CHECKLIST**

TO APPLICANTS: The following list includes the requirements necessary for review by City Staff. Some specific types of information may not apply to your project. If you are unsure, ask Planning Division Staff. Planning Staff will use a copy of this list to check your application for completeness after submittal. If your application is incomplete, a copy of the list will be returned to you marked according to the legend. The Planning Staff encourages submission of one set of plans to allow for application completeness check. This allows revisions to be made for submission of 8 sets of plans.

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

- _____ Note location of existing and proposed signs on site.
- _____ Provide square footage, type of each sign and total square footage for all signs.
- _____ For more than one sign, provide 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 total square footage of building walls on which signs will be placed.
- _____ For monument signs show sight distance from driveways and intersection corners.

II. SIGN PLAN an 8 1/2" x 11" 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.
- _____ Square footage of proposed sign(s).
- _____ Square footage of existing signage to remain on-site.
- _____ Lineal feet of building frontage.
- _____ Square footage of building façade.
- _____ A scaled drawing of the proposed sign(s) including dimensions, colors, materials, accurate depiction of sign design and location of the sign on the building. Free standing signs shall include a site plan showing location of the sign on-site. Include proposed lighting for the sign.

III. 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 exterior or interior lighting including shielding, type, and size of lamps (if applicable).
- _____ For suspended signs, provide details of anti-sway devices.

NOTE: An incomplete application may delay review of your application.