



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

## DRC APPLICATION (MINOR) – SIGN PERMIT

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. DRC - Sign Permit Checklist
3. Encroachment Permit Application, if necessary

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.

Signage installed without proper City approval, 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) ..... \$242.00
- Sign Permit / Pole Mounted (PRR, includes electrical) ..... \$323.00
- Sign Permit / Free-Standing or Monument (PRR, includes electrical) ..... \$360.00
- Sign Permit / Building mounted, projecting or window..... \$116.00
- Electrical Permit (one inspection)..... \$116.00
- Full Encroachment Permit ..... \$241.00
- Encroachment Permit Inspection Fees ..... TBD
- Minor Encroachment Permit..... \$ 44.00
- Business License for Contractor (one-time use) ..... \$ 25.00
- CA Building Standards Fee (\$1.00 per \$25,000.00 valuation) ..... TBD

<b>Name:</b> <u>*Applicant / Business Owner</u>	<b>Name:</b> <u>Property Owner</u>
<b>Address:</b>	<b>Address:</b>
<b>Phone: (    )</b>	<b>Phone: (    )</b>
<b>E-mail:</b>	<b>E-mail:</b>
<b>Business License #:</b>	
<b>*Liability Insurance Certificate and Endorsement MUST BE ATTACHED. Contact Eng. Dept. re: annual maintenance of insurance.</b>	

<b>Name:</b> <u>*Sign Installer / Contractor</u>	<b>Name:</b> <u>Sign Designer</u>
<b>Address:</b>	<b>Address:</b>
<b>Phone:</b>	<b>Phone:</b>
<b>E-mail:</b>	<b>E-mail:</b>
<b>Business License #:</b>	<b>Business License #:</b>
<b>*Liability Insurance Certificate and Endorsement MUST BE ATTACHED.</b>	

**Project Description:** \_\_\_\_\_

**Property Address or Location:** \_\_\_\_\_

**APN #:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Cost of Sign: \$** \_\_\_\_\_ **Electrical Connection Required: 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 \_\_\_\_\_

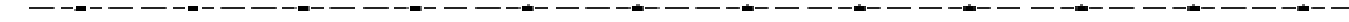
Sign # \_\_\_\_\_ Sign Type: \_\_\_\_\_ Total Sq. Ft.: \_\_\_\_\_ Dimensions: \_\_\_\_\_

Copy: \_\_\_\_\_

Colors: \_\_\_\_\_

Materials: \_\_\_\_\_ Other Features: \_\_\_\_\_

Method of Attachment: \_\_\_\_\_



Sign # \_\_\_\_\_ Sign Type: \_\_\_\_\_ Total Sq. Ft.: \_\_\_\_\_ Dimensions: \_\_\_\_\_

Copy: \_\_\_\_\_

Colors: \_\_\_\_\_

Materials: \_\_\_\_\_ Other Features: \_\_\_\_\_

Method of Attachment: \_\_\_\_\_



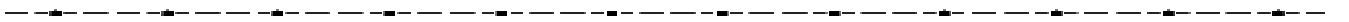
Sign # \_\_\_\_\_ Sign Type: \_\_\_\_\_ Total Sq. Ft.: \_\_\_\_\_ Dimensions: \_\_\_\_\_

Copy: \_\_\_\_\_

Colors: \_\_\_\_\_

Materials: \_\_\_\_\_ Other Features: \_\_\_\_\_

Method of Attachment: \_\_\_\_\_



**Departmental Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVALS**

**Attached Conditions**

\_\_\_\_\_  
Planning Dept. Date

\_\_\_\_\_  
Building Dept. Date

\_\_\_\_\_  
Engineering Dept. Date

**PRIOR TO BUILDING DEPT. FINAL, INSP. REQUIRED BY:** Planning \_\_\_\_\_ Engineering \_\_\_\_\_

**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.

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

- \_\_\_\_\_ Location of existing and proposed signage on site.
- \_\_\_\_\_ Square footage; each sign type and square footage sum total for all signs.
- \_\_\_\_\_ For multiple signs; provide each a number starting with #1.
- \_\_\_\_\_ For suspended or projecting signs; note distance between sidewalk and bottom of sign.
- \_\_\_\_\_ For wall signs; include illustration with dimensions and total square footage of building walls where signage 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 the number shown on the site plan.
- \_\_\_\_\_ Message including; typeface, font, and design details.
- \_\_\_\_\_ Dimensions in feet and total square footage of proposed signage.
- \_\_\_\_\_ Overall height of all monument and freestanding signs.
- \_\_\_\_\_ Total square footage of existing signage to remain on-site.
- \_\_\_\_\_ Lineal footage of building frontage.
- \_\_\_\_\_ Square footage of building façade.
- \_\_\_\_\_ A scaled drawing of proposed signage including dimensions, colors, and materials; accurately depicting sign design and location on the building. Free standing signs shall include a site plan showing the proposed location of the sign; include any proposed lighting for the sign.

III. **MOUNTING DETAILS** must include the following:

- \_\_\_\_\_ Description of materials used in the construction of the sign.
- \_\_\_\_\_ Material thickness and approximate weight of 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.**



**CITY OF GRASS VALLEY  
ENCROACHMENT PERMIT APPLICATION  
FILING INSTRUCTIONS AND CHECKLIST**

Please check (✓) each item to verify that the required information is attached/completed.

**Your Application will not be accepted if any required item is missing.**

- ( ) 1 **Property Owner** Name of person/business owning the building/property.
- ( ) 2 **Applicant** Name of person/business applying for encroachment; should be contact person for additional information.
- ( ) 3 **Contractor** Name of business that will perform the work.
- ( ) 4 **Business License<sup>1</sup>**: Contractors must have a current City of Grass Valley business license on file prior to issuance of an encroachment permit or they will be charged for a one-time business license each time they do work in the City limits. **Record Business License Number on Application.**
- ( ) 5 **Address of Work**: Street address or intersection.
- ( ) 6 **Dates**: Anticipated dates work is to take place.
- ( ) 7 **Description of work**: Attach three (3) copies of Plans to include: structures, sidewalks, driveways, etc., as well as proposed construction, street names and addresses included. Also, construction details should include dimensions and specify materials to be used.
- ( ) 8 **Signature**: Applicant.
- ( ) **Traffic Control Plan**: Attach details of traffic control, including pedestrian re-routing.
- ( ) **Insurance<sup>2</sup>**: Attach Certificate of Insurance naming the City of Grass Valley as additional insured; an additional insured Endorsement must also be provided. The limits are \$1,000,000.00 each occurrence and \$2,000,000.00 aggregate.

**For full municipal codes please visit our website: [www.cityofgrassvalley.com](http://www.cityofgrassvalley.com)**

**<sup>1</sup>Section 5.04.070 License required. (in part...)**

There are imposed upon the businesses specified in this chapter, license taxes in the amounts prescribed in this chapter, and it is unlawful for any person to transact and carry on any business in the city without first having procured a license from the city to do so or without complying with any and all applicable provisions of this chapter. (Ord. 470 § 2 (part), 1991: prior code § 12-7)

**<sup>2</sup>Section 12.48.310 Insurance--Requirements. (in part...)**

The director of public works may require the permittee to take out, carry and keep in force public liability insurance in the amount of one million dollars minimum. The permittee shall also obtain a certificate of insurance and original endorsements naming the city as co-insured to accompany the application, ... Thirty days' advanced notice shall be provided to the city of the cancellation or expiration of such insurance. (Ord. 483 § 4 (part), 1992: prior code § 21B-1.300)