



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

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

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

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 _____

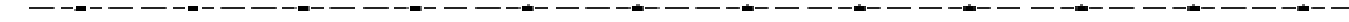
Sign # _____ Sign Type: _____ Total Sq. Ft.: _____ Dimensions: _____

Copy: _____

Colors: _____

Materials: _____ Other Features: _____

Method of Attachment: _____



Sign # _____ Sign Type: _____ Total Sq. Ft.: _____ Dimensions: _____

Copy: _____

Colors: _____

Materials: _____ Other Features: _____

Method of Attachment: _____



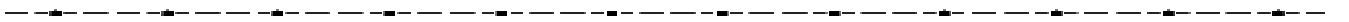
Sign # _____ Sign Type: _____ Total Sq. Ft.: _____ Dimensions: _____

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.

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
ENGINEERING DIVISION**

125 East Main Street
Grass Valley, CA 95945
530-274-4373
Fax: 530-274-4399

ENCROACHMENT PERMIT APPLICATION

*******SEE REVERSE FOR FILING INSTRUCTIONS*******

Permit Type: (check one) Blanket _____ Construction/ Installation _____ Parking _____

<u>PROPERTY OWNER</u>	<u>APPLICANT (if different)</u>
1 - Name:	2 - Name:
Mailing Address:	Mailing Address:
Phone: ()	Phone: ()

3 - <u>CONTRACTOR to Perform Work</u>		
Name:	State Contractor's License #:	Class:
Address:	4 - City Business License No.:	
	Fax: ()	
Phone: ()	Cell: ()	

5 - ADDRESS OF WORK: _____	BUSINESS NAME: _____
6 - Estimated Start Date: _____	Completion Date: _____

7 - DESCRIPTION OF WORK:

Estimated Cost of Work:

The undersigned does hereby agree to comply with the current City of Grass Valley Standard Specifications and details, Section 12.48 of the City Code and other ordinances, and with the General Provisions and Special Conditions as stated on this permit. The undersigned shall be responsible for all claims and liabilities arising out of work performed pursuant to the Encroachment Permit, or arising out of the undersigned and his/her agent's failure to perform any of the requirements of the Permit. The undersigned hereby agrees to indemnify, defend and hold harmless the City of Grass Valley, its officers, agents, employees and volunteers from any and all liabilities, claims, losses and expense, including attorney's fees and court costs and interest, in any manner caused by, of whatsoever kind of nature, arising out of, or in connection with, this Encroachment Permit.

8 - Signature of Applicant: _____	Date: _____
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TO BE COMPLETED BY CITY

FEES	
Permit	\$ _____ (Refer to current Budget)
Inspection	\$ _____ (Determined by Engineering)
Other Charges / Fines	\$ _____ (specify) _____
TOTAL	\$ _____
Receipt No.	# _____ Date _____

Reviewed / Approved: <input type="checkbox"/> Traffic Control Plan <input type="checkbox"/> Business License <input type="checkbox"/> Insurance/Endorsement <input type="checkbox"/> Plans	Performance Guarantee SURETY No.: _____ Date Released: _____ Cash Amount: _____ Receipt No.: _____
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Approved By: _____	Date: _____	Expires: _____	CONDITIONS attached:
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Final By: _____	Date: _____
ENCROACHMENT PERMIT NUMBER _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied c: <input type="checkbox"/> Inspector <input type="checkbox"/> Bldg <input type="checkbox"/> Police	

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 License¹**: 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.
- () **Insurance²**: 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

¹Section 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)

²Section 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)