



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

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

Application No. _____ [PZ]
 Fee _____
 Date of Application: _____

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

- Sign Review
- Sign Program

Code	Amount
SG _____	_____
SI _____	_____

Total Paid: _____

Applicant Name: _____ **Phone:** _____

Business Name: _____

Address: _____

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

Owner Name: _____ **Phone:** _____

Address: _____

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

Location of Sign: _____

Project Address: _____ **APN:** _____

Business Phone: _____ **Zone:** _____ **Community Advisory Board:** _____

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:

23.08.072 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.

23.08.078 Regulatory Conclusions - Signs.

- a. The project design fails to assure that the size and shape of all signs are in scale with the buildings to which they are attached.
- b. The building design does not provide for adequate space and locations on the building, in harmony with the architectural design, for the display of signs.
- c. The project signing fails to relate well to the buildings of the project and to the neighborhood in general in terms of size, shape, color, texture, materials and lighting intensity, creating a visually incompatible appearance.
- d. The project signing does not show subtlety, is obtrusive or does not convey the message legibly and clearly.
- e. The proposed signing is not weather resistant or durable.

**PERMANENT SIGN STANDARD SUMMARY
FOR NONRESIDENTIAL USES**

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 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 4 SF for canopy sign	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.

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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

