The following list includes all the items you must submit for a complete application for planning approval of new signage. Signs that include electrical and/or structural elements also require a building permit and will be reviewed within the context of that type of permit. The staff will use a copy of this list to check your application for completeness after it is submitted. Processing of your application could be delayed if required information is missing, inaccurate or incomplete.

NOTE: It is strongly recommended that applicants review the “Sign Ordinance” brochure (or the Sign Ordinance itself) before designing signs and submitting a sign permit application. A drawing showing the City’s standards for most types of signs is shown on the next page.

YOU MUST SUBMIT THE FOLLOWING FOR A COMPLETE APPLICATION:

1. **Application Form.** Attached (see p. 5)

2. **Application Fee:** $55.00

3. **Questionnaire.** Attached (see p. 3)

4. **Sign Plan.** See requirements below

INFORMATION REQUIRED

Three sets of sign plans shall be submitted to the Planning Department for review. Sign plans shall include the following:

- Address of sign location.
- Name and phone number of owner and/or applicant.
- Name, address, and phone number of contractor or erector.
- A site plan shown location of proposed sign(s) on the subject site.
- Elevation drawing(s) showing location on building or other structure, including height of sign and any projection from building.
- Elevation of sign showing dimensions and materials.
This drawing shows standards for most types of signs permitted in Firebaugh. You may also review the text of the Firebaugh Sign Ordinance for more information.

**Wall Signs**

- **Number:** One "Primary Wall Sign" is permitted per business on the wall with the primary public entrance. One "Secondary Wall Sign" may be permitted for each wall abutting a public street or an on-site parking lot (where a primary wall sign is not used).

- **Size:**
  - **Primary Sign:** Maximum sign area is determined by multiplying occupancy frontage by 0.9 (see example to right).
  - **Secondary Wall signs:** may be up to one half of the permitted Primary Wall Sign area.

**Awning Sign**

- **Size:** Not to exceed 25% of the awning surface on which the sign is mounted.

**Freestanding Sign**

- **Height:** 10', max.
- **Sign Area:** 3 square feet, max.
- **Placement:** Must be set back at least 5 feet from side/rear property lines. May not extend into public right of way.

**Sandwich Board Sign**

- **Number:** one per business.
- **Size:** 3' wide, 4' tall, maximum.
- **Placement:** Must be adjacent to business being advertised.

Is Your Business in a Shopping Center or Business Park?

Most multi-tenant developments have a sign program for individual tenants where uniform designs are used. Check with the City or property management to determine permitted signs. New multi-tenant projects are required to submit a sign plan to the City.

**How to Determine Permitted Size of a Primary Wall Sign**

- **Formula:** $\text{Area} = \text{Occupancy Frontage} \times 0.9$

**Banner Sign**

- **Number:** one per business.
- **Size:** 50 square feet, max.
- **Height:** May not exceed roof of site buildings.
- **Placement:** Must not be attached to trees or other signs, nor block motorist's vision.

**Window Signs**

- **Coverage:** No more than 25% of surface area of each window may be covered with a sign.

**Directional Sign**

- **Number:** one per driveway.
- **Size:** 4' tall, max.; 6 square feet, max.
- **Placement:** No more than five feet from driveway, but must not obstruct driver's view.

**Directory Sign**

- **Area:** 5 square feet maximum.
- **Height:** 6 feet, minimum.

**Other Permitted Sign Types**

- **Projecting Sign**
  - **Height:** Not project above roofline
  - **Area:** One square foot per front foot of occupancy frontage

- **Pedestrian Sign**
  - **Area:** Two square feet, maximum
  - **One per frontage

Special regulations apply for the following:

- Service station pump canopies;
- Alley-side signs;
- Freeway-oriented signs;
- Drive-thru menu boards;
- Open air sales;
- On-site traffic control signs

See the Sign Ordinance for more information.
Please type or print clearly in ink. Incomplete applications will be returned.

1. What is the existing use of project site? Does the use have a current valid business license?

2. For proposed WALL SIGNS:
   a. What is the proposed size (area) of the PRIMARY wall sign (in square feet)?
      ___________________
      
      Note: the maximum allowed size of a primary wall sign is $0.9 \times$ the length of the occupancy frontage. See sign ordinance for more information. Also, please attach a drawing that shows dimensions (height and width) of the sign and a drawing or photograph that shows how the sign will appear on the building wall. A sample sign plan is shown on the following page.
   b. Are there any existing wall signs that are to be retained? If so, what is their size?: ___________________
   c. What is the proposed size (area) of any proposed SECONDARY wall sign (in square feet):
      ___________________
      
      (Note: the maximum allowed size of a secondary wall sign is $\frac{1}{2}$ the size of the primary wall sign). Please attach a drawing that shows dimensions (height and width) of the sign and a drawing or photograph that shows how the sign will appear on the building wall.

3. For proposed FREESTANDING SIGNS:
   a. What is the proposed height and size of any proposed FREESTANDING SIGN?
      (Note: the maximum allowed height of a freestanding sign is 10 feet. The maximum sign face is 35 square feet per side. Please attach a drawing that shows dimensions (height and width) of the sign and a drawing that shows where the sign will be placed on the site.
      
      Proposed Sign Height (in feet): ____________________; Proposed Sign Face Size (area in sq. feet):
      ___________________

4. Other signs

   Please provide information (such as size, placement, etc.) for any other signs for which a permit is being requested. Such signs may include projecting signs, directional signs, directory signs, pedestrian signs, drive-thru menu boards, etc. Please see the sign ordinance for standards.

5. Will the proposed sign(s) increase the height, area or number of a non-conforming sign(s)? If so, the sign may not be permitted.

6. Does the appearance (color, materials, etc.) and design of the sign comply with sign design guidelines in the Sign Ordinance? See the ordinance for more information. Explain your answer:

7. Will the proposed sign include electrical or structural elements that would require a building permit? If so, please contact the Firebaugh Building Department.
This is a sample sign plan that shows information that should be shown for proposed signage.
Please type or print clearly in ink. Incomplete applications will be returned.

Applicant Name: ____________________________________________________________________________

Address: ____________________________________________________________________________________

City: ______________________________________ State: _____ ZIP: _______________________ 

Phone/Email: ___________________________ E-mail _____________________________________________

Agent/Contractor: ___________________________________________________________________________

Address: ____________________________________________________________________________________

City: ______________________________________ State: _____ ZIP: _______________________ 

Phone/Email: ___________________________ E-mail _____________________________________________

Property Owner: _____________________________________________________________________________

Address: ____________________________________________________________________________________

City: ______________________________________ State: _____ ZIP: _______________________ 

Phone/Email: ___________________________ E-mail _____________________________________________

Please indicate if correspondence is to be sent to:

__ Applicant __ Agent __ Property Owner

Specific Description of Request (ATTACH ADDITIONAL SHEET IF NECESSARY)

_____________________________________________________________________________________________

Project Location: _____________________________________________________________________________

Assessor’s Parcel Number(s) ___________________________________________________________________

Current Zoning: _____________________________________________________________________________

I (we) hereby certify that the statements furnished above and in the attached exhibits present the data and information required in this application to the best of my (our) ability, and that the facts, statements and information presented are true and correct to the best of my (our) knowledge and belief.

________________________________________ ______________________________________
Owner/Applicant Date Agent Date

________________________________________ ______________________________________
Print Name  Print Name

Note: The City must have signed consent of all property owners of the project site.