



CITY OF FIREBAUGH

New Signage Application Checklist

COMMUNITY DEVELOPMENT DEPARTMENT

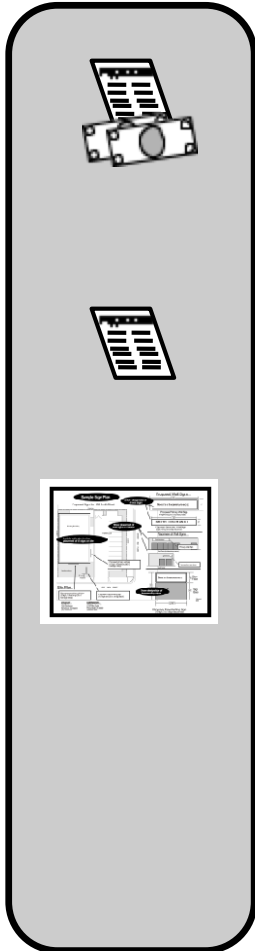
1133 P STREET

FIREBAUGH, CA 93622

(559) 659-2043

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. 4)
2. **Questionnaire.** Attached (see p. 3)
3. **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.
- **Details showing how the sign(s) will be attached to structures; electrical details; footing details with engineering calculations for freestanding or monument signs.**

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: 35 s.f., max per face.
Number: one per parcel (or group of parcels functioning as a unit) for each 1,000 feet of street frontage.
Setbacks: Must be set back at least 5 feet from side/rear property lines. May not extend into public right of way.

Banner Sign

Number: one per business.
Size: 50 square feet, max.
Time: 30 days per calendar year.
Height: May not exceed roof of site buildings.
Placement: Must not be attached to trees or other signs, nor block motorist's vision.

Window Sign

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

Sandwich Board Sign

Number: one per business.
Size: 3' wide, 4' tall, maximum.
Time: During business hours.
Placement: Must be adjacent to business being advertised
Must provide at least four feet passage on sidewalks.

How to Determine Permitted Size of a Primary Wall Sign

O.f.* x 0.9 = permitted sign area for the primary wall sign (up to 150 square feet)

Example:
50' (occupancy frontage length) x 0.9 = 45 square feet of sign area is permitted for primary wall sign

* "Occupancy Frontage" is the length of the wall with the primary public entrance to the business.

Other Permitted Sign Types

Projecting Sign

Height: May not project above roofline
Area: One square foot per linear occupancy foot up to 50 s.f.
Number: One permitted per business only when a wall sign is not used
May project no more than 2'3" distance to curb

Pedestrian Sign

Area: Five square feet, maximum
Number: One per frontage
8 foot minimum clearance from sidewalk

Directory Sign

Area: 35 square feet, maximum
Height: 6 feet, maximum
No closer than five feet to property line or driveway

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.

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.**

This graphic illustrates regulations for one type of development. There may be many other options available. Please check with City Hall if you are uncertain how the sign ordinance applies to your project or business.



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New Signage Permit Questionnaire

COMMUNITY DEVELOPMENT DEPARTMENT

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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 x 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 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

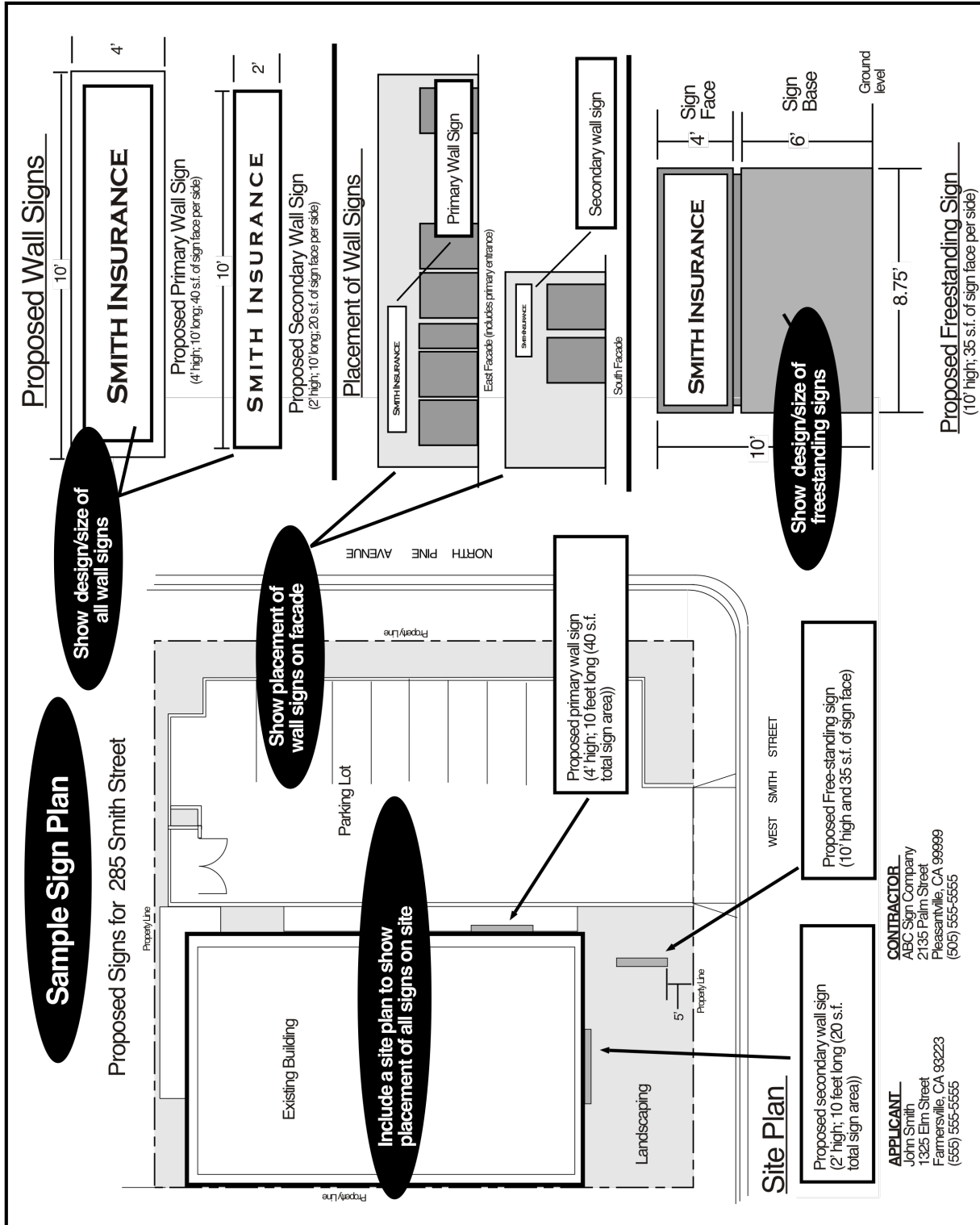
Please provide information (such as size, placement, etc.) for any other signs for which a permit is being requested. Such signs may include projecting signs, directional signs, directory signs, pedestrian signs, drive-thru menu boards, etc. Please see the sign ordinance for standards.

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





CITY OF FIREBAUGH

New Signage Application Form

COMMUNITY DEVELOPMENT DEPARTMENT

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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 _____

VALUATION OF JOB INCLUDING MATERIALS: \$ _____

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.