



# City of Capitola

## Sign Permit Application

**Project Address:** \_\_\_\_\_

**Business Name to Appear on Sign(s):** \_\_\_\_\_

Application for: *(Check all that apply)*

- |  |  |
|--|--|
| <input type="checkbox"/> New sign(s) <i>(Planning Commission Approval)</i> | <input type="checkbox"/> Face change(s) <i>(Staff Approval)</i>    |
| <input type="checkbox"/> New sign program for multi-tenant complex         | <input type="checkbox"/> Removal & replacement of existing sign(s) |
| <input type="checkbox"/> Other <i>(describe)</i> _____                     |  |

**Existing Site and Sign Conditions:**

Building street frontage at main point of entry for business: \_\_\_\_\_ feet. Allowed sign area: \_\_\_\_\_ sq. ft.

Number of tenant/units in building: \_\_\_\_\_ Floor level occupied by applicant? \_\_\_\_\_

Does a Sign Program exist for the building or complex?  Yes  No  Proposed

**Existing Sign(s):**

	Type & Material	Illuminated (yes/no)	Size (dimensions)	Area (sq. ft.)
1.				
2.				
3.				
4.				
5.				
<b>Total Existing Sign Area:</b>				

**Proposed Signs:**

	Type (wall, ground, etc.)	Materials (wood, vinyl, etc.)	Illuminated? (If yes, internal or external)	Max Letter Height (inches)	Size (dimensions)	Area (sq. ft.)
A.						
B.						
C.						
D.						
E.						
<b>Total Proposed Sign Area of New and/or Re-faced Signs:</b>						



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## Sign Submittal Checklist

- 1. **MASTER APPLICATION** to be completed by Applicant and submitted with the required fee, either in person or mailed via U.S.P.S.to: City of Capitola, Community Development Department, 420 Capitola Ave, Capitola, CA 95010.

Please note that an appropriately licensed California Contractor will be required to obtain a building permit prior to sign permit issuance.
- 2. **SIGN PERMIT APPLICATION** to be filled out completely as it pertains to the leasehold space or subject property.
- 3. **SCALED DRAWINGS (6 sets required for new signs, 1 set required for face changes or replacement signs) - see application form for examples:**
  - Drawings shall be drawn to one of the following scales: 1/8", 1/4", 1/2" or 1" = 1'
  - Plan sheets must be numbered (example: 1 of 3, 2 of 3, 3 of 3)
  - a. Site plan (1"=20' is acceptable) with locations of existing and proposed signs;
  - b. Show length of building street frontage in linear feet at the main entrance;
  - c. Show the following information for each proposed:
    - exterior dimensions, sign height, letter heights, thickness, specific type faces or fonts, and area in square feet
    - color rendering of sign(s)
    - specific bracket designs (if proposed)
    - sign materials
    - method of attachment for hanging signs and wall signs
  - d. Monument type signs shall be submitted with foundation details
- 4. **LIGHTING:**
  - a. Show any existing and/or proposed lighting, and its location.
- 5. **LANDSCAPING:**

Monument type signs shall provide a landscape plan with existing and proposed plant materials, including plant names, sizes, and locations.
- 6. **EXCEPTION LETTER** (if applicable):

A proposal to erect a sign that does not comply with the provisions of the Sign Ordinance requires an application for an exception, and required exception fee. An exception letter for such a proposal is required to be submitted that includes the type of exception(s) being requested and the grounds for the exception(s) as specified in Chapter 17.57.



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### ☐ 7. **BUILDING PERMIT:**

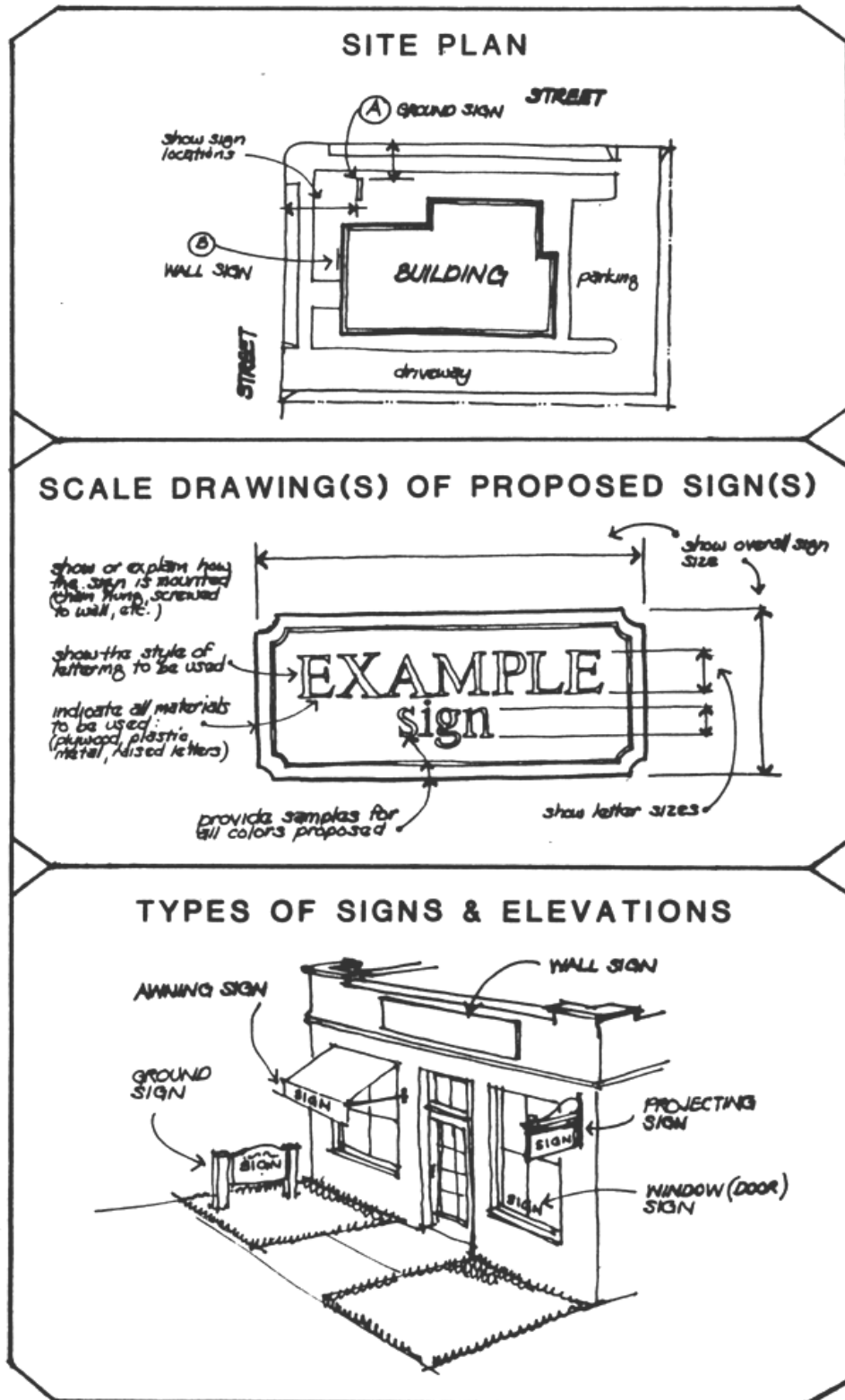
After receiving final approval for a sign, the applicant is responsible for having a licensed contractor **obtain a building permit (additional fee), install the sign,** and call for a building inspection with Building Staff. Please contact the Building Division at (831) 475-7300 for questions regarding permit issuance.

**\*NOTE:** All businesses/contractors must have a valid business license permit. Please contact the City of Capitola Finance Department, Business License office at (831) 475-7300 for further information regarding necessary applications and fees.



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## Sign Submittal Drawing Examples





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## Sign Definitions

- SIGN:** Any device such as a display board, bill, poster, picture, lithograph, map, plat, banner, barber pole, bunting, flag, pennant, whirligig, balloon, valance, light festoon, merchandise display, structure, mural or other device and appurtenant light structure used for the purpose of advertising, informing or identifying, and placed so as to be seen from the exterior of the building or premises on which it is located.
- WALL SIGN:** A sign that is painted on, attached to or erected against a wall of a building or structure.
- MONUMENT:** A sign wholly supported by a structure permanently attached to the ground.
- WINDOW:** Any sign painted on, or attached to, the interior or exterior side of a window.
- PROJECTING:** Any sign, other than a wall sign, which is suspended from or supported by a building or wall, and which projects outward from a building wall.
- SIGN AREA:**
- a. For a sign on a separate sign structure, the area of the structure exclusive of any support poles is the sign area;
  - b. For a sign on a building wall having no separate structure, sign area is measured from the visible border or background color distinction which includes all graphics, letters and background;
  - c. For a building wall sign with no border or different background color, sign area is measured within a set of implied or imaginary lines parallel to and three inches outside of all graphics and letters of the sign.

**Please refer to the Capitola Municipal Code Section 17.57  
for further details on signage limitations.**