



Planning & Community Development Department

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Planning Services

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SIGN CHECKLIST AND INVENTORY

Signs are processed through a building permit.

Complete one sign checklist for each sign included in the building permit application.

<p>1. What is the type of Sign (circle one)?</p> <p>A. Wall B. Freestanding C. Monument D. Awning E. Other: _____</p>	<p>7. For Freestanding/monument sign provide the following distances:</p> <p>A. From the building: _____ B. From the back of sidewalk: _____ C. From the face of the curb: _____ D. From the property line (s): _____</p>
<p>2. What is the street frontage of the lot?</p> <p>A. Total Frontage (in feet): _____ B. Corner Lot, secondary frontage (in feet): _____</p>	<p>8. For Projecting sign provide the following information:</p> <p>A. Horizontal projection into the right-of-way: _____ B. Vertical projection into the right-of-way: _____</p>
<p>3. What are the square footage and dimensions of the sign?</p> <p>A. Length of Sign: _____ B. Height of Sign: _____ C. Depth of Sign: _____ D. Square footage of Sign (length x height): _____</p>	<p>9. What is the total square footage of ALL existing sign(s) on the building/property, including ALL signs for ALL tenants in the building/on the site? (The Sign Ordinance determines allowed sign area based on a parcel/site basis)</p> <p>10. What is the square footage of existing signs to be removed or replaced with signs included in this permit?</p>
<p>4. What are the sign colors and materials?</p> <p>A. Copy (letter) color: _____ B. Background color: _____ C. Accent color: _____ E. Copy (letter) material: _____ F. Background material: _____ G. Other material: _____</p>	<p>11. What will be the new total square footage of all signs on the property with the signs included in this permit?</p>
<p>5. How is the sign illuminated (circle one)?</p> <p>A. Internal B. External C. Not Illuminated</p>	<p>12. If the business is in a shopping center or business park, provide the name of the shopping center or business park:</p>
<p>6. Provide the following additional sign details:</p> <p>A. Sign Faces: 1) Single 2) Double B. Approximate Weight: _____ C. How is the sign attached/mounted? _____</p>	<p>13. Name of person, firm or corporation installing the sign:</p> <p>_____</p> <p>See back page for Submittal Requirements and Required Signatures/Authorizations.</p>

ITEMS REQUIRED FOR SIGN PERMIT APPLICATION:

1. Plot (site) plan that includes the location of property lines, building and all existing signs and signs proposed as part of this permit. Plot plans shall be drawn to scale or shall include all required dimensions, including: property dimensions, building dimensions, distances requested in #5 and #6, location of the signs on the site, north arrow, and other similar information as required by the Planning Department. On the plot (site) plan, identify the street on which the property has street frontage.
2. Elevation drawings and/or photos that show the building wall and the location of all existing signs and all signs included in this permit. Include elevations of the front, sides, and rear of the building.
3. Notes on the site plan and elevations that indicate if the existing sign(s) will remain or be removed as part of this permit.
4. Color drawings and specifications (details) of the proposed sign(s) included in this permit, including method of construction, attachment to the building or ground, electrical and other information related to installation.
5. Written consent to the owner of the building, structure, or property on which the sign is to be located.

Please provide three (3) sets of plans (One Job Copy, Two File Copies).

Please Note: Sign permit review of 1 hour or less of Planning staff time is \$25.00.

Sign permit review of more than 1 hour of Planning staff time is \$50.00.

Applicants are encouraged to make each sign permit submittal as complete as possible in order to reduce the amount of analysis involved in permit review and thereby reducing the cost of the permit.

AUTHORIZATION/ACKNOWLEDGEMENTS REQUIRED:

I, the undersigned, solemnly understand and hereby certify and declare under penalty of perjury that all information presented in this application and on required plans are accurate, true and correct to the best of my information and belief.

I understand that intentional misrepresentation of factual information may invalidate permit approvals granted by the City of Ukiah.

I affirm that I am the owner of the real property which is the subject of this application of that I am duly authorized to represent said property owner or agent in this matter before the City of Ukiah.

I hereby authorize employees of the City of Ukiah, the City's authorized agents, and persons with review or decision making authority for the project to enter upon the subject property, as necessary, to inspect the premises, post notices, and process this application.

PROPERTY OWNER SIGNATURE
(required prior to permit issuance)

DATE

☐ **AUTHORIZED AGENT**

DATE

To Be Completed by Staff

Zoning District:	Previous Entitlement/Discretionary Review Associated with this Sign?		
	<input type="checkbox"/> NO	<input type="checkbox"/> YES	IF YES, FILE #:
Encroachment into Public Right-of-way?		Encroachment Permit Required?	
<input type="checkbox"/> NO <input type="checkbox"/> YES		<input type="checkbox"/> NO <input type="checkbox"/> YES	
Reface or reuse of existing legal non-conforming sign or sign structure?			
<input type="checkbox"/> NO <input type="checkbox"/> YES IF YES, EXPLAIN IN "NOTES" SECTION BELOW.			
Notes:			