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# Sign Permit Application

As Provided in the Clayton Municipal Code Title 15, Chapter 15.08

Mark all that apply:  Administrative  Planning Commission

Below: Office Use Only

File No: \_\_\_\_\_ Fee/Deposit: \_\_\_\_\_

Received By: \_\_\_\_\_

Date: \_\_\_\_\_ Receipt No: \_\_\_\_\_

Please clarify any questions with the Planning Staff prior to completing this form. Please print or type legibly. Attach additional sheets if necessary. Incomplete applications will not be accepted.

## 1. Applicant/Property Owner Contact Information:

**Applicant Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_ **Cell No:** \_\_\_\_\_

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

**Property Owner Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_ **Cell No:** \_\_\_\_\_

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

## 2. Project Designer Contact Information:

**Name of Company designing/manufacturing/installing sign:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Company Contact Person Name:** \_\_\_\_\_

**Contact Person Email:** \_\_\_\_\_ **Contact Person Phone No:** \_\_\_\_\_

## 3. Project Location:

**Address requiring sign permit:** \_\_\_\_\_

**Assessor's Parcel Number(s):** \_\_\_\_\_

**Zoning Classification:** \_\_\_\_\_ **General Plan Designation:** \_\_\_\_\_

## 4. Submittal Requirements:

Fee - Administrative Review \$ \_\_\_\_\_ (Make check payable to the City of Clayton)

Deposit - Planning Commission Review \$ \_\_\_\_\_ (Make check payable to the City of Clayton)

Sign Permit Application

Architectural drawings of proposed sign(s) w/ dimensions, text dimensions, colors, materials, and structural diagram of how sign will be installed - Maximum size of 11" x 17"

Plot plan and/or elevation of building indicating existing and proposed location(s) of sign(s) on property and/or building

Lighting proposed for sign(s)

Letter of Explanation: Describe the main purpose of the sign(s) to be installed.  Mark if attached

## 5. Important Implementing Information from the City of Clayton Municipal Code:

### 15.08.010 Purpose.

The purpose of this chapter is to provide standards for the height, size, location, and appearance of building and street graphics, in order to:

- Encourage sound signing practices as an aid to business and to inform the public. Signage is to be used primarily for identification, not for advertising.
- Create an attractive economic and business climate.
- Preserve and improve the appearance of the city as a place in which to live and work and as an attraction to nonresidents who come to visit or trade.
- Protect and enhance the rural atmosphere of the city.
- Minimize adverse effects on public and private property.
- Prevent excessive and confusing sign displays.

- Reduce hazards to motorists and pedestrians.
- Enable the fair and consistent enforcement of sign regulations.
- Promote the public health, safety, and general welfare. (Ord. 328, Sec. 2, 1997)

**15.08.030 Permit Procedures.**

**City Review - General.**

City review and approval is required for all signs except those specified by this Chapter as exempt or prohibited. No City review or approval is required for a change of copy on an existing sign that is in full compliance with the requirements and standards of this Chapter. In addition to meeting the requirements of this Chapter, all signs shall comply with all applicable Uniform Building Code requirements. No sign shall be constructed, placed, erected, or modified unless such construction, placement, erection, or modification is authorized by the owner, or his or her representative, of the property upon which the sign is to be placed. Application for sign review and approval shall be accompanied by written authorization from the property owner, or his or her authorized representative, for placement of the proposed sign or signs.

**City Review and Approval.**

The City shall review and approve signs according to the following procedures:

**1. Code Conformance Check.**

The following signs shall be reviewed and approved administratively by the Community Development Department if they conform to the general sign requirements and standards of Section 15.08.060, the regulations for special signs of Section 15.08.070, and to any applicable master sign plan.

- Directory signs, provided the sign does not exceed ten (10) square feet in sign area, nor a height of six (6) feet.
- Community event signs. (Note: A temporary use permit is typically required for the community event itself.)
- All building and ground signs authorized by this Chapter that do not require a sign permit pursuant to Paragraph 2 below

**2. A sign permit shall be required for the following signs and shall be processed according to the procedures set out in Chapter 17.64 of the Clayton Municipal Code:**

- Master sign plan.
- Neighborhood/district entry signs.
- Commercial center entry signs.
- Subdivision marketing sign program.
- Public/quasi-public institution signs.
- A sign not in accordance with an approved master sign plan but conforming to the general sign requirements and standards of Section 15.08.060 or the regulations for special signs of Section 15.08.070 of this Chapter.

**3. Variance.**

A variance shall be required from the Planning Commission for any deviations from the general sign requirements and standards of Section 15.08.060 or the regulations for special sign of Section 15.08.070 of this Chapter according to the procedures set out in Chapter 17.52 of the Clayton Municipal Code. (Ord. 328, Sec. 2, 1997)

**15.08.090 Maintenance.**

All signs shall be maintained in good repair and shall be cleaned, painted, and replaced as necessary to present a neat appearance at all times. (Ord. 328, Sec. 2, 1997)

**15.08.100 Nonconforming Signs.**

- Except for regular maintenance, no non-conforming sign shall be altered, modified, added to, or increased in area, unless the entire sign is brought into conformity with the requirements and standards of this Chapter.
- Any non-conforming sign that is damaged or destroyed to the extent of fifty (50) percent or more of its estimated market value shall not be replaced or repaired except by a sign that conforms to the requirements and standards of this Chapter.
- Any non-conforming sign relating to a business that has not operated for six (6) consecutive months shall be removed. (Ord. 328, Sec. 2, 1997)

**15.08.110 Enforcement.**

Any person erecting, displaying, or maintaining a sign in violation of this Chapter is guilty of an infraction and shall be subject to enforcement and penalties set out in Chapters 1.12, 1.14, 1.16, and 1.20 of Title 1 of the Clayton Municipal Code. (Ord. 328, Sec. 2, 1997)

NOTE: Please reference the City of Clayton Municipal Code Title 15, Chapter 15.08 for a additional information regarding definitions, a list of exempt or prohibited signs, general sign requirements and standards, regulations for special signs, and computation guidelines of sign area and height

**6. Certification:**

**I (We):**

- consent to the submission of this application.
- understand that an incomplete application may be denied.
- hereby declare under penalty of perjury under the laws of the State of California that the information in this application and its attachments is true, complete and correct.
- certify that I (We) have read and understand Title 15, Chapter 15.08 found in Part 5 of this application and in the City of Clayton's Municipal Code.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_