



Community Development Center

401 Grove Street
 Healdsburg, CA 95448
 (707) 431-3346

www.cityofhealdsburg.org

Sign Permit - Submittal Requirements

The information noted below will be required for all Major Design and Architectural Review applications.

- Planning Permit Application** form completed and signed by the applicant(s) and property owner(s) and is available at the following site:
<https://www.ci.healdsburg.ca.us/DocumentCenter/View/620/Planning-Permit-Application-PDF>
- Application Fees** are based on the Planning Fee schedule which is updated annually in July. The fee schedule is available at the following site: <http://www.ci.healdsburg.ca.us/352/Application-Forms-Submittal-Requirements>. If plan on submitting an application in July or August, check with CDC staff to confirm the fees based on the time you might be submitting.
- Sign Inventory** of all existing signs to remain, including type (e.g., free-standing, wall, projecting), dimensions, height (free-standing signs).
- Plan Sets** refer **Submittal Checklist Table and Contents of Plan Sheets below.**
- Materials Board/Samples** showing proposed colors and materials samples.

City Use Only	
Application Submitted on	
Submittal Reviewed by	
Application Complete	
Notes:	

Sign Permit Submittal Checklist	
Item	Applicability & Quantity
	"#" = Number of items • = Required "*" = Required and see notes
Plan Sets	
Reduced (11" x 17")	3
Plans	
Site Plan	•
Building Elevations	•
Sign Details	•

A. CONTENTS OF PLAN SHEETS

The following information will be required on plan sheets as noted below. Questions regarding the applicability of requested items should be directed to Planning staff at the Community Development Center.

1) Site Plans (Existing and Proposed)

a) All Site Plans

- i) Location map and Assessor's Parcel Number(s)
- ii) Project Data:
 - (1) Property frontage dimensioned on the site.
 - (2) Business frontage dimensioned.
 - (3) Allowed sign area per [Land Use Code Section 20.16.230](#) for permanent signs.
- iii) Note all existing and proposed buildings, structures, parking spaces, driveways/circulation elements, loading areas, landscaped areas, outdoor use areas, fences, gates and wells and their proposed uses, including the proposed removal of any building (information should be clearly delineated on the included site plans)
- iv) Dimensions of entire subject property and all existing lot lines consistent with Assessor Parcel Map or submitted survey.

2) Building Elevations

- a) Dimensioned elevations of sides of the building where signage is proposed, include existing (photos) and proposed signs.
- b) Dimension the building frontage.
- c) Note finish materials and colors of all exterior surfaces, including roofs for existing and proposed and treatment of existing opening proposed to be filled or covered.

3) Building Floor Plans

- a) Existing and Proposed floor plans for each level noting the use, dimensions and square footage of each room

4) Sign Details

- a) Sign Dimensions (height, width, square feet).
- b) Height (free-standing signs), height above finished grade (projecting and under-canopy signs)
- c) Material(s) and Color(s).
- d) Method of illumination

5) Site & Context Photos

- a) Photos of the existing building and site

6) Sign Program (for nonresidential projects proposing new signs or changing signs)

- a) Refer to Citywide Design Guidelines for design guidance (<http://www.ci.healdsburg.ca.us/DocumentCenter/View/8565/Design-Guidelines---Final-Document---PDF>)
- b) A fully-dimensioned site plan, drawn to scale, depicting:
 - i) Location(s) of all existing and proposed signs
 - ii) The length(s) of building(s) facing a public street
 - iii) The dimensions of all property lines adjoining public streets
 - iv) Sight distance triangle and supporting calculations as necessary
 - v) Dimensioned building elevations depicting locations of all existing and proposed wall and projecting signs
- c) Plan Sheets including the following:
 - i) Details of all proposed signs, including:
 - ii) Dimensions
 - iii) Height (free-standing signs), height above finished grade (projecting and under-canopy signs)
 - iv) Material(s)
 - v) Color(s)
 - vi) Method of illumination

7) Color and Materials indicating proposed colors, roofing material, window types, trim, and other exterior materials (clear photos on a plan sheet and color swatches from the paint manufacturer may suffice.)

8) Photosimulations & Renderings of the proposed project including adjacent buildings for the daytime and nighttime. Your project planner will coordinate with you regarding the appropriate vantage points for the renderings.