



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"/> Sidewalk signs (Central Village only) | <input type="checkbox"/> Permanent window signs (less than 20%) |
| <input type="checkbox"/> Other <i>(describe)</i> _____ | <input type="checkbox"/> Permanent window signs (from 20% to 33%) |

IMPORTANT: Please check the box next to the name of the person listed below whom we should contact regarding this application.

Property Owner: _____ Phone: _____

Mailing Address: _____

Email: _____

Applicant: _____ Phone: _____

Mailing Address: _____

Email: _____

Architect/Designer: _____ Phone: _____

Mailing Address: _____

Email: _____

I, the undersigned, understand approval of this project does not waive any requirements, laws, or ordinances of the City of Capitola. All statements contained herein, including all documents and plans submitted in connection with this application, are true and accurate to the best of my knowledge.

In submitting this Application, I agree to defend, indemnify, and hold harmless the City of Capitola, its officers, employees, and agents, from and against any claim, including attorneys' fees and litigation costs, arising out of or in any way related to the City of Capitola's processing, consideration, or approval of this Application.

Signature: _____

Property Owner

Date: _____

I hereby authorize the above named contact person to act as my agent in all matters pertaining to this application.

Signature: _____

Applicant

Date: _____



City of Capitola

Sign Permit Application

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.				
Total Existing Sign Area:				

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.						
Total Proposed Sign Area of New and/or Re-faced Signs:						



City of Capitola

Sign Submittal Checklist

- 1. **SIGN PERMIT APPLICATION** to be filled out completely as it pertains to the leasehold space or subject property. Please note that an appropriately licensed California Contractor will be required to obtain a building permit prior to sign permit issuance.
- 2. **SCALED DRAWINGS (7 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
- 3. **LIGHTING** (if applicable):
 - a. Show any existing and/or proposed lighting, and its location.
- 4. **LANDSCAPING** (if applicable):

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

A proposal to erect a sign that does not comply with the provisions of the Sign Ordinance requires an exception letter. An exception letter shall include the type of exception(s) being requested and the grounds for the exception(s) as specified in Chapter 17.57.
- 6. **BUILDING PERMIT:**

After receiving final planning approval for a sign, the applicant is responsible for having a licensed contractor **obtain a building permit (additional fees and plans), 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.



City of Capitola

Sign Permit Application

AGREEMENT FOR PAYMENT OF PROCESSING FEES

City of Capitola (hereinafter CITY) and _____ (hereinafter APPLICANT) agree to the following:

1. This Agreement is in reference to the permit processing costs associated with Planning Application # _____.
2. A minimum deposit or fixed fee will be collected at the time of project submittal. Fixed fees are non-refundable, flat fee payments. Deposit accounts require an initial payment as stipulated in the City's Fee Schedule. If the initial deposit is depleted, the APPLICANT is responsible for replenishing the account to continue processing. Projects with deposit accounts will receive an invoice prior to issuance of a planning permit to be paid within 25 days from the invoice date. Upon completion of project review, any remaining deposit will be refunded to the APPLICANT. If it is necessary to utilize consultant services, a deposit to cover the consultant's costs will be requested from the APPLICANT prior to execution of the contract with the consultant.
3. The APPLICANT is responsible for payment of all permit processing costs associated with this project. If during the course of processing, the financial responsibility changes, the new financially responsible party must complete an Agreement for Payment which will release the previous APPLICANT from further financial obligations and designate the new APPLICANT.
4. If an invoice is not paid within 25 days CITY may stop work and close the application.
5. APPLICANT agrees to pay all fees applicable under the City's Fee Schedule prior to approval and issuance of land use clearance, map clearance or clearance for record of survey, building permit and post discretionary case clearance. No clearances or permits will be issued without receipt of fully payment for fees unless waived or adjusted by the Community Development Director upon a showing of good cause.
6. If the APPLICANT owes any amount due on any other project application, the CITY will not accept any subsequent permit application from the APPLICANT, unless waived by the Community Development Director.

Executed this _____ day of _____, 20_____

CITY

APPLICANT

Community Development Department

Signature

Print Name

Mailing Address



City of Capitola

Sign Permit Application

SIGN FEES

SIGNS		
Master Sign Program	See current fee schedule	
Sign Permit – Staff Review		
Sign Permit – PC Review		
Temporary Signs & Banners		
Village Sidewalk Sign Permit		

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.**



City of Capitola

Sign Submittal Drawing Examples

