



City of Capitola

SIGN PERMIT APPLICATION

Application #	_____
Filing Date	_____
Total Fee	_____
Received by	_____

Project Address: _____

Business Name to Appear on Sign(s): _____

Application for: *(Check all that apply)*

- | | |
|--|--|
| <input type="checkbox"/> New sign(s) <i>(May Require Discretionary 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 (MU-V Zone only) | <input type="checkbox"/> Window signs in MU-V, MU-N (under 25%) |
| <input type="checkbox"/> Other <i>(describe)</i> _____ | <input type="checkbox"/> Window signs in C-R, C-C, I (less than 30%) |

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: _____



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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 SIGNS:

Type & Material	Illuminated (yes/no)	Size (dimensions)	Area (sq. ft.)
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.)
Total Proposed Sign Area of New and/or Re-faced Signs:					



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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 (1 hardcopy set and 1 PDF copy are required. For applications with Planning Commission approval, additional copies may be required) - see last page 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 for a sign that does not comply with the provisions of the Sign Ordinance requires an Adjustment to the sign standards. An exception letter shall include the type of exception(s) being requested and the grounds for which they are being requested.

The request must be consistent with the required findings adjustment(s) as specified in Section 17.80.120.

☐ **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.

Building permit information can be found on the City website at www.cityofcapitola.org/building

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.

AGREEMENT FOR PAYMENT OF PROCESSING FEES

City of Capitola Planning Counter /420 Capitola Ave. / (831) 475-7300

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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

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

DEFINITIONS

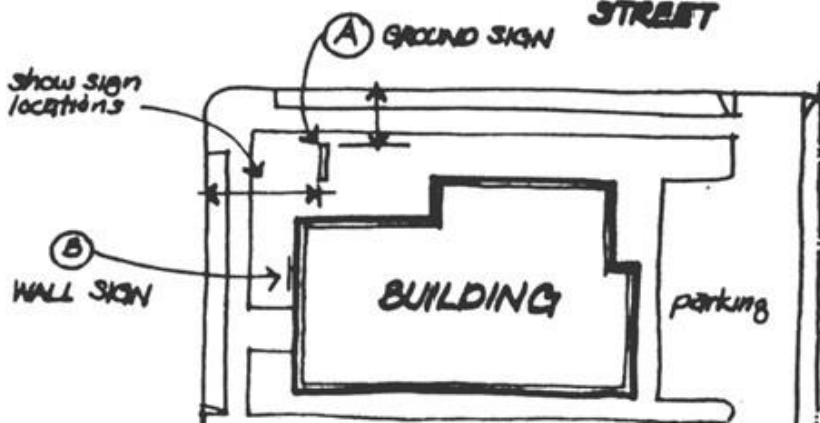
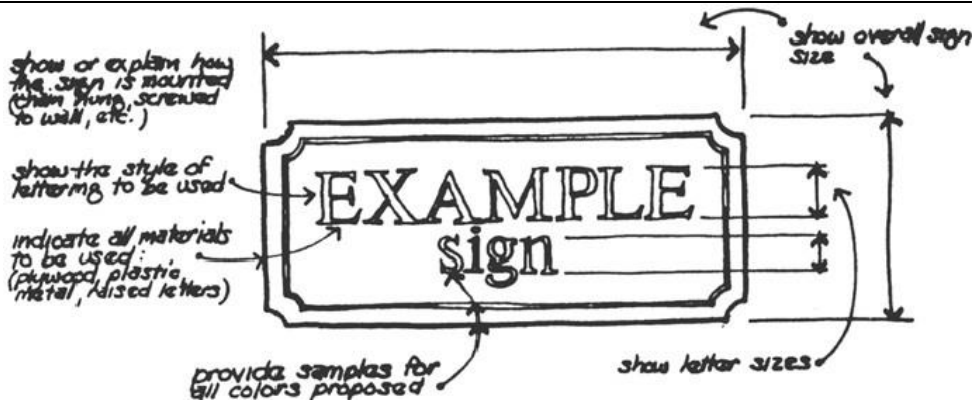
- SIGN:** Any device, fixture, placard, or structure that uses any color, form, graphic, illumination, symbol or writing to advertise or announce the purpose of a business or entity, or to communicate information of any kind to the public.
- WALL SIGN:** A sign which is attached to or painted on the exterior wall of a structure with the display surface of the sign approximately parallel to the building wall.
- MONUMENT:** An independent, freestanding structure supported on the ground as opposed to being supported on the building.
- WINDOW:** Any sign posted, painted, placed, or affixed in or on a window exposed to public view or within one foot and parallel to a window exposed to public view.
- PROJECTING:** Any sign permanently attached to a building or wall such that the sign face or faces are perpendicular to the building or wall.
- SIGN AREA:**
1. Sign area is measured as the area of all sign copy, framing, or other display enclosed within a continuous perimeter forming a single geometric shape with no more than six sides. See Figure 17.80-1.
 2. Supporting framework or bracing that is clearly incidental to the display itself shall not be calculated as sign area.
 3. The area of a double-faced (back-to-back) sign shall be calculated as a single sign face if the distance between each sign face does not exceed eighteen inches and the two faces are parallel with each other.
 4. The area of spherical, free-form, sculptural or other nonplanar signs are measured as fifty percent of the sum of the area enclosed within the four vertical sides of the smallest four-sided polyhedron that will encompass the sign structure. See Figure 17.80-2.

**Please refer to the Capitola Municipal Code Section 17.80
for further details on signage limitations.**



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SIGN SUBMITTAL DRAWING EXAMPLES

SITE PLAN

SCALE DRAWING(S) OF PROPOSED SIGN(S)

TYPES OF SIGNS & ELEVATIONS
