



# City of Sebastopol

## SIGN REVIEW – SANDWICH BOARD SIGN

The submittal information shall be provided to the Planning Department. All submittal information shall be presented along with the Planning Application form, related fees, and any additional information required by the Planning Department before the application can be accepted as complete.

- | <b>SUBMITTAL REQUIREMENTS</b> |                                                                                                                                                                                                                                                                                                                                                      | (# of copies) |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| [ ]                           | 1. <b>Application Form:</b> .....<br>Completed and signed by applicant and property owner.                                                                                                                                                                                                                                                           | (1)           |
| [ ]                           | 2. <b>Fee:</b> As defined on the fee schedule listed on the Master Planning Application. Checks should be made payable to the City of Sebastopol.                                                                                                                                                                                                    |               |
| [ ]                           | 3. <b>Location Map:</b> .....<br>Indicate the subject parcel(s) and adjacent streets on an 8 1/2" x 11" map.                                                                                                                                                                                                                                         | (1)           |
| [ ]                           | 4. <b>Sign Inventory:</b> .....<br>This should include the type (freestanding, wall, projection, etc.), height, width, depth, area, height above finished grade, locations of <u>all</u> existing and proposed signs, type of material(s), and method of illumination.                                                                               | (1)           |
|                               | <b>Example of Sign Inventory:</b><br>Sign #1: Wall sign, (proposed), 25 square feet, 5'x 5'. Sign is plywood, lettering is red on white background. Sign is not illuminated. Sign will be mounted on front of building next to main entrance to business.                                                                                            |               |
| [ ]                           | 5. <b>Written Statement</b> .....<br>Written Statement providing a description of all proposed and existing signs.                                                                                                                                                                                                                                   | (1)           |
| [ ]                           | 6. <b>Sign Details:</b> .....<br>Detailed drawings of all proposed signs, indicating the letter size and style, color scheme, (background, graphics, lettering, borders, colors, cabinet colors, etc) and material specifications.                                                                                                                   | (10 sets)     |
| [ ]                           | 7. <b>Site Photographs:</b> .....<br>Clearly show the views of and from the project, including existing signs, and if necessary, neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly. Polaroids or digital photos on a CD are acceptable. | (1 set)       |

# EXAMPLE OF PORTABLE SIGN REQUIREMENTS

