City of VALLEJO California

Central Permit Center · 555 Santa Clara Street · Vallejo · CA · 94590

Business License	Building	Fire Prevention	Planning	Public Works
707.648.4310	707.648.4374	707.648.4565	707.648.4326	707.651.7151

Sign Permit

What is a Sign Permit?

A sign permit is required for all new, relocated or altered signs including face changes, painted window and wall signs and non-illuminated signs. Refer to "Temporary Sign Permits & Standards" which also includes standards for banners.

What is the purpose of a Sign Permit?

The purpose of a sign permit is to improve the image of the city and to make businesses easier to identify and locate by eliminating unnecessary clutter. To implement this purpose, the Sign Ordinance sets forth standards regarding the size, height and location of signs.

How much sign area is allowed?

Businesses are allowed a maximum sign area calculated by multiplying the building frontage by a factor of 1.0 or 1.5 feet, depending on the zoning district. Signage may consist of wall, projecting on and under canopy or freestanding signs.

What are the steps in the process?

Sign permits are to be obtained from the Planning Division prior to fabrication and installation. You should contact the Planning Division to determine what types of signs are allowed for your business.

Building and electrical permits may also be required and must be obtained by the property owner or licensed contractor.

What is required for plan submittal?

SIGN PERMIT CHECKLIST

The following items must be submitted for a complete application. To ensure that all items are provided, please check off the box for each item that is shown. If an item is not applicable, write N/A next to the box. Incomplete applications will not be accepted.

☐ **Application**: A completed planning application signed by the property owner and applicant.

☐ **Fees**: An application fee of $_____.

- ☐ **Site Plans**: Three (3) sets of plans accurately dimensioned (minimum scale 1" = 10') showing:
  - ☐ Outline and dimensions of all buildings related to the business.
  - ☐ Location and size of existing signs.
  - ☐ Location and size of proposed signs.
  - ☐ Length of building frontage parallel to major access road.
  - ☐ For freestanding or projecting signs, property lines and distances should also be shown.
- ☐ **Construction Plans**: Three (3) sets of plans showing the following:
  - ☐ Overall size of the sign.
  - ☐ Size of letters.
  - ☐ Height of sign from finished grade.
  - ☐ Attachment details for building mounted signs and footing details with necessary engineering for free-standing signs.
  - ☐ List of sign materials, color of sign copy, sign face and sign cabinet and type of illumination.
- ☐ **Site Photos**: Color photos showing the building and ALL existing signs on site.

What is the approval process?

Upon submittal of a complete application and all required items, staff will review the proposal for compliance with the sign ordinance. The City Engineer and Traffic Engineer may be asked to comment on the location of a freestanding or projecting sign. Sign permits are approved by Planning staff.

Can a decision be appealed?

Yes, any Planning Division determination may be appealed to the Planning Commission through the Planning Commission Secretary. To appeal, the appellant shall submit a letter stating the reasons of the appeal and how it affects them. The appeal must be filed with the Planning Division within 10 calendar days after the decision is made. A public hearing will then be set for the Planning Commission to consider the appeal. If a Commission decision is appealed to the City Clerk, a public hearing before the City Council will be scheduled.

If no appeal is filed within 10 days of the determination date, the project determination is final.

When are appeals hearings held?

The Planning Commission usually holds public hearings on the first and third Mondays of each month at 7:00 p.m. in the City Council Chambers, 555 Santa Clara Street.

The City Council usually holds public hearings on the second and fourth Tuesdays of each month at 7:00 p.m. in the City Council Chambers, 555 Santa Clara Street.

What if I need more information?

For further information please contact the City of Vallejo Planning Division at (707) 648-4326.

16.64.080 Sign Regulations for the Linear Commercial District

The provisions of this section are applicable to the C-L district.

A. **Sign Area**:

1. The aggregate sign area for all permanent signs on a building or site other than a building or site housing a gasoline or service station:
   a. Shall not exceed 1 ½ square feet per foot of principal building frontage adjacent to a public right-of-way except that a building with 25 feet or less of street frontage shall be allowed a minimum of 25 square feet of sign area. A business with secondary street frontage may be permitted an additional ½ square foot of sign per foot of building frontage on the secondary street frontage; and
   b. Shall in no event (including the total sign area for principal and secondary street frontages) exceed 400 square feet per building.
2. The aggregate sign area for all permanent signs on a building or site housing a gasoline or service station shall not exceed 125 square feet.

B. **Combination Signs**: No more than 1 of the following sign types shall be used in conjunction with a wall sign:

1. Freestanding sign, except that a lot with more than 250 of street frontage may have a second freestanding sign
2. Roof sign
3. Projecting sign
4. Under-canopy sign

C. **Freestanding Signs**: Except for shopping/service center signs, no more than 1 of the following sign types shall be permitted:

1. *Monument:* One monument sign may be permitted not to exceed 12 feet in height and 30 square feet in area; or
2. *Pole Sign*: One pole sign may be permitted not to exceed 25 feet in height and 75 square feet in area providing the site meets all of the following requirements:
   a. The site shall be accessible by automobile and have off-street parking on the site.
   b. The site shall have a minimum principal street frontage of 100 feet.
   c. The sign shall not be within 100 feet of another similar sign.
   d. When in the determination of the development services director no other type of signs will properly identify a building or site.

D. **Roof Signs**: One roof sign may be permitted provided the sign is parallel to the building face, does not extend below the line of the eaves or above the peak of the roof to which it is attached and has been designed to be an integral part of the building. A sign placed on the roof shall not extend more than thirty inches vertically above the roof at the point of attachment. A roof sign shall be constructed so as to have no means of support, such as struts, guy wires, braces, etc., visible.

E. **Projecting Signs**: One projecting sign may be permitted provided the sign does not project more than 4 feet from the building, nor 2 feet into the city right-of-way nor project over the roof line, provided such sign meets all of the following requirements:
   1. The minimum clearance under the sign shall be 10 feet.
   2. The minimum distance between two projecting signs shall be 50 feet.
   3. The sign shall be mounted at a right angle to the building.

F. **Canopy Signs**: One on-canopy sign may be permitted in lieu of a wall sign. One under-canopy sign may be permitted provided there is a minimum clearance under a canopy sign of at least 8 feet and that such sign shall not extend beyond the edge of the canopy.

G. **Shopping/Service Center Signs**: The provisions of Section 16.64.040I shall apply.

H. **Temporary Signs**: The provisions of Section 16.64.040A shall apply.

I. **Window Signs**: The provisions of Section 16.64.040B shall apply.

J. **Off-Site Signs**: The provisions of Section 16.64.110 shall apply.

K. **Electric Awning Signs**: The provisions of Section 16.64.040D shall apply.

(Ord. 1368 N.C.(2d) § 18, 1996: Ord. 949 N.C.(2d) § 1 (part), 1987: Ord. 742 N.C.(2d) § 26 (part), 1984.

16.64.115 Off-Site Residential Signs

A. **Off-Site Residential Signs Defined**: An off-site residential sign is a sign placed on private property which provides travel directions and marketing information pertaining to a new (permitted or conditionally permitted) residential project of ten or more lots or dwelling units.

B. **Where off-Site residential signs are permitted**: Off-site residential signs may be placed in any zoning district, subject to securing an Administrative Permit under the provisions of Vallejo Municipal Code Section16.96.
   1. An Administrative Permit under this section may be issued by the Planning Division upon submission and review of a complete application consisting of:
      a. A copy of a site plan showing the location of the proposed sign(s), and all structures, driveways and curb cuts within 200 feet.
      b. A drawing or photo of the sign(s) to be installed, showing the name of the project to be advertised and dimensions of the proposed sign;
      c. A drawing showing the sign structure detail; and
      d. A letter of consent or other form of authorization from the property owner or agent.

C. **Requirements for Off-Site Residential Directional Signs**: A maximum of two off-site signs per project shall be allowed subject to the following regulations and limitations:

1. The sign area for each sign shall not exceed 32 square feet in area and 10 feet in height.
2. Setbacks shall be provided as follows: a minimum of 16 feet from all property lines; a minimum of 300 feet from other authorized off-site subdivision sales signs; and a minimum of 200 feet from any residential structure.
3. Signs shall not be located in any public right-of-way, utility easement, publicly maintained property or the required front yard setback of any parcel unless approved by the Planning Manager and City Engineer.
4. No sign shall be illuminated either directly or indirectly.
5. No administrative permit shall be issued unless the applicant has signed an agreement stating that upon project build-out, the sign will be removed within 90 days. The agreement shall be accompanied by a refundable cash deposit of $200.00 per sign, which may be used to defray the costs of the sign removal in the event the permit holder defaults upon the agreement. If necessary, and in accordance with the law, the City or its agents after giving 10 days written notice to the applicant and the property owner of record may enter onto the private property to remove the sign and dispose of it.
6. No sign shall be installed such that it blocks required line of sight or creates any other traffic safety hazard as determined by the City Traffic Engineer.
7. Sign poles shall be treated with an environmentally safe sealant and set a minimum depth of 4 feet below grade.

D. **Amortization**: A lawfully established off-site residential subdivision sign which becomes nonconforming, including all off-site residential subdivision signs and sign structures, shall be removed or made conforming in all respects by January 1, 2006. Signs erected without a sign permit or otherwise found to have been erected illegally shall be removed immediately.

(Ord. 1368 N.C.(2d) § 18, 1996: Ord. 949 N.C.(2d) § 2 (part), 1987.)

16.64.040 Regulations for Special Signs

A. **Temporary Signs**: A temporary sign shall not be permitted except as follows:
1. Except as provided in subsection A4, below, pennants, flags and other attention-getting devices may be permitted for no longer than 60 days immediately following the initial opening of a business on a particular site.
2. A limited number of properly maintained large flags and smaller banners may be permitted for commercial uses of land when such uses are normally conducted outdoors all the time. The development services director shall determine the number and size of flags and banners, and determine whether such flags and banners are properly maintained.
3. Except as provided in subsection A2, above, a banner, not to exceed 20 square feet, may be permitted so long as it is not displayed for more than 30 days twice a calendar year.
4. A helium filled blimp or balloon, or a searchlight, may be permitted for fifteen consecutive days immediately following the initial opening of a business. Such blimp or balloon shall not exceed 20 feet in length nor be flown higher than 150

feet. The use of these blimps or balloons must comply with all applicable regulations of the Federal Aviation Administration.

5. Except as provided in subsection A4, above, a helium filled blimp or balloon, or searchlight, shall not be permitted except upon the issuance of an administrative permit pursuant to Chapter 16.96. In this latter event, such blimp, balloon or searchlight may be displayed or permitted for no more than 3 days twice a year. Such blimp or balloon shall not exceed 20 feet in length, nor be flown higher than 150 feet. The use of these blimps or balloons must comply with all applicable regulations of the Federal Aviation Administration.

B. **Window Signs**:

1. Permanent signs shall be permitted provided the total sign area square footage does not exceed 15% of the total ground floor window area or 25% of the second floor window area. These signs shall be subject to a sign permit and shall be included as part of the total sign area. For properties within the area designated as "Old Town" (as that area is described and designated in the "Old Town Master Plan"), permanent signs shall be permitted provided the total sign area square footage does not exceed 25% of the total ground floor window area or 30% of the second floor window area.
2. Temporary signs shall be permitted provided the total sign area does not exceed 15% of the ground floor window area and 20% of the second floor window area.

C. **Construction Signs**: Construction sites may have one construction sign not to exceed 64 square feet in area.

D. **Electric Awning Signs**: Electric awning signs may be attached to buildings or structures subject to the following standards:

1. Minimum clearance shall be 8 feet unless projecting over a vehicular right-of-way in which case clearance shall be 14 feet.
2. Overall height may not exceed 24 inches above the established roof line or parapet wall of the building to which it is attached. In no case may the overall height of the electric awning sign exceed the allowable height of buildings in the zone in which it is installed.
3. Such signs shall be limited to single-story buildings or to the first level only of multistory buildings unless, in the opinion of the development services director, treatment of additional levels is warranted.
4. All letter copy, logos, insignias or other identifiable copy shall be considered in sign area square footage limitations. In no case shall the maximum sign copy exceed 45% of total face area.
5. When an electric awning sign covers multiple store fronts, each store or tenant shall be allowed copy space no more than 75% of the store width.

E. **Flags**: Flags displaying emblems, insignias, logos or other copy or symbols identifying a business, corporation or non-political division or entity shall be considered signs and are permitted provided the total area does not exceed 24square feet. These signs shall be subject to a sign permit and shall be included as part of the total sign area.

F. **For Lease Signs**: Subject to the regulations in Section 16.64.050, for lease signs shall be permitted provided such signs do not exceed 32 square feet in area.

G. **Gasoline and Service Station Price Signs**: All gasoline and service stations shall be permitted one price sign per street frontage. Each sign shall not exceed 15 square feet and shall be placed in a landscaping area whenever possible.

H. **Murals**: Murals shall not be permitted except upon the issuance of an administrative use permit pursuant to Chapter 16.96.

I. **Movie and Theater Signs with Marquees**: The sign area for movie and other type theaters with marquees may be permitted to exceed the limits of this chapter provided a comprehensive signing program for the use has been approved by the planning division.

J. **Political Signs**: The provisions of Section 12.36.110 of this code apply.

K. **Shopping/Service Center Signs**: All on-site signs for shopping/service center shall be submitted to and reviewed by the development services director as part of a comprehensive signing program. Each shopping center shall be permitted one master identification pole sign to identify the center but not any tenant located therein. Such master identification pole sign shall not exceed 25 feet in height nor exceed 75 square feet in total sign area. Centers with secondary street frontage may be permitted an additional pole sign. Tenants or businesses in a center may be identified as part of a monument directory sign, subject to the limitations of the height and square footage of such signs for the particular zoning district.

L. **Subdivision Signs**: All on-site subdivision signs shall be removed from the site within 10 days after the last home is sold within the particular subdivision. The developer is required to deposit with the city the sum of $200.00 for each on-site identification sign which is placed on the site, which sum or sums shall be returned to the developer if the on-site signs are removed within the 10 days as provided above. In the event such signs are not removed as provided above, the city shall remove the signs and the developer shall forfeit to the city the sum or sums deposited.

M. **Street Banner Signs**: Street banner signs may be permitted in the public right-of-way upon issuance of an administrative permit pursuant to Chapter 16.96 and subject to the criteria established by the development services director and director of public works.

(Ord. 1454 N.C.(2d) § 1 (part), 2001: Ord. 1368 N.C.(2d) §§ 17, 18, 1996: Ord. 949 N.C.(2d) § 1 (part), 1987: Ord. 742 N.C.(2d) § 26 (part), 1984.)