



POLITICAL SIGN PERMIT APPLICATION

Planning Department
1480 Main Street
St. Helena, CA 94574
(707) 967-2792

FILE NUMBER _____

For additional information, zoning, forms & documents please visit us on the web at: <http://www.cityofstheleena.org/content/planning>

APPLICANT INFORMATION

Name _____

Sponsor/ Committee Name _____

Applicant's Address _____

City _____

State _____ Zip _____

Phone Number _____ Email _____

CONTACT INFORMATION (If different from applicant)

Name _____

Phone Number _____

*On the back of this application please sketch or attach a photo of the sign design, including text used and sign dimensions.

OFFICE USE ONLY

\$100 Cash Bond Received By _____

Applicant's Signature _____

Date _____

Planning Director's Signature _____

Date _____

Please sketch sign design here

REGULATION OF POLITICAL SIGNS

St. Helena's Zoning Ordinance regulates political signs as follows:

- 1.) All political signs require a permit (Sec. 27.327 (d)); one permit should suffice for all similar signs. This is an administrative permit and is reviewed and approved by staff. The purpose of the permit is to confirm compliance with the Zoning Ordinance regulations and removal of the signs after the election.
- 2.) Political signs may be placed or erected in any district subject to property owners' permission (Section 27.327 (b)). Political signs may not be placed or erected on the public right-of-way*, public property, or attached to utility poles or signs on public property.
- 3.) The applicant (candidate/sponsor/committee) for a Political Sign Permit must submit the attached application, a sketch of all sign designs (dimensions and text of sign) and a \$100.00 refundable cash bond (Sec. 27.327 (d)); the purpose of the bond is to ensure removal of all signs after the election. Cash bonds will be refunded after City Council approval. After removal of signs at the end of the election period, contact the Planning Department at 707-967-2792 for refund information and processing.
- 4.) Political signs may be posted up to 60 days before an election and must be removed within 5 days after the election (Sec. 27.327 (a)). The person who signs the sign permit application is responsible for the placement and removal of the requested signs.
- 5.) Political Signs (defined in Sec.27.320) are limited to six (6) square feet per side (or a total of twelve (12) square feet for a two-sided sign; six (6) square feet per side) (Sec.27.327 (e)).

The above rules apply to most circumstances; if you have any questions please contact the Planning Department or email Xinia Gamero at xgamero@cityofsthelena.org or call 707-967-2792.

* "Right-of-way" is defined as a strip or area of public land acquired by reservation, dedication, prescription or condemnation and is intended to be occupied or is occupied by a street, road, or other similar public utility or use. The right-of-way includes the area behind the curb (i.e. planting strip, sidewalk, and sometimes the area behind the sidewalk.