

SIGN PERMIT APPLICATION



Planning Department
1480 Main Street
St. Helena, CA 94574
(707) 968-2749

For additional information, Zoning, forms & documents please visit us on the web at: www.cityofsthelema.org

Office Use Only - Do Not Write in this Area

File Number: _____
General Plan: _____ Zoning: _____
Background Files: _____
Related Applications: _____
Application Fee: **\$1,000** _____
Total Received: \$ _____ Received by: _____

Please Type or Print

Project Name _____ Site Address _____
APN/S _____ Site Area _____ Sq. Ft. (or) _____ Acres

<u>New Signs Proposed</u>	<u>Quantity</u>	<u>Size</u>
Attached	_____	_____
Detached	_____	_____
Awning	_____	_____
Temporary	_____	_____
<u>Existing Signs to Remain</u>		
Attached	_____	_____
Detached	_____	_____
Awning	_____	_____

Name _____ (Applicant First & Last Name)	Name _____ (Owner First & Last Name)
Mailing Address _____	Mailing Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Phone _____	Phone _____
Email _____	Email _____

NOTE: Additional property owners and/or applicants (name, address, phone number, and signature) shall be attached to the application. In the case of a partnership, all general and limited partners shall be identified. In

the case of a corporation, all shareholders owning 10% or more of the stock and all officers and directors shall be identified.

If you would like project correspondence and notice of meetings to be sent to parties other than the applicant, please list their names, address and telephone numbers in the space provided below.

I, _____, hereby file this application for a development project and agree to pay any and all processing fees imposed by the St. Helena Municipal Code and City Council Resolutions (as they may be amended from time to time).

Applications with a negative balance at the time of the public hearing will be continued until the balance is paid in full.

In the event the property owner is different from the applicant, the property owner must sign to indicate her/his/its consent to the filing and agreement to be liable with the applicant for payment of the processing fees.

A finance charge of 1% per annum shall accrue on any balance unpaid after 30 days.

In the event the City is required to take legal action to enforce any of the terms and conditions of this application, Applicant and Property Owner agree to pay to City reasonable attorney fees and costs incurred in such action.

We, the owner and the applicant, will defend, indemnify and hold the City, its agents, officers, and employees harmless from any claim, action or proceeding to attack, set aside, void or annul an approval of the City concerning the project, as long as the City promptly notifies the applicant of any such claim, action or proceedings and the City cooperates fully in the defense. We have also reviewed the requirement to disclose the complete list of partners and/or shareholders.

Date: _____ Applicant's Signature: _____

Date: _____ Property Owner's Signature: _____

Date: _____ Property Owner's Signature: _____

INFORMATION FOR FILING A COMPLETE SIGN PERMIT APPLICATION

Each application must contain the following information. Some specialized applications require additional information. Consult with a planning staff member to determine whether additional materials are required. Incomplete applications will not be scheduled for Planning Commission action.

The Planning Department Will Not Accept Incomplete Application Forms.

- Completed **APPLICATION FORM**, with all property owner's signatures, including all parties holding a title interest. Please include information on all existing signs.

- WRITTEN STATEMENT**, signed and dated, explaining the reasons for and details of each Sign Permit requested.

- PLOT PLAN** 4 sets of **11" X 17"** with typical dimension. This should include a sketch of the project site *in relation to the surrounding area*, and clearly noting the site's property lines as well as the following: location of any entry or exit drives; location and names of adjacent and abutting streets; location of the proposed sign(s) on the property, including their distance in feet/inches from nearest property line as well as their distance from the nearest entry or exit drive. *Specific details as listed above must be provided in order for your application to be processed.*

- SIGN DETAIL** 4 sets of **11" x 17"** with typical dimensions of. These pictures shall be drawn to scale and fully dimensioned. They should accurately depict all proposed text and logos, including any background and letter type color(s). Details of the sign base or method of attachment should be shown, together with a description of the means of illumination, if permitted. The total sign area shall be clearly defined on this drawing. Sign Details must be provided in color; black and white renditions will not be accepted. *Specific details as listed above must be provided in order for your application to be processed.*

- SITE PHOTOS** showing subject and adjacent structures.

- OTHER _____

- Processing Fee: \$1,000