



# SIGN PERMIT APPLICATION CHECKLIST

## CITY OF SOLVANG

### PLANNING & BUILDING DEPARTMENT

411 Second Street | Solvang, CA 93463 | (805) 688-5575 | [www.cityofsolvang.com](http://www.cityofsolvang.com)

The information on this checklist **must** be submitted with your project to be accepted for review. These are the minimum requirements and additional information may be required to evaluate your application following initial review by staff. A copy of this list will be used to check your application for completeness after it is submitted. **Applications not containing the necessary information as shown on this checklist will not be accepted for review. Check each box under “applicant” to indicate that the information has been provided and sign the Checklist. If you believe an item is not applicable to your application, please indicate with “N/A”.** If you have any questions regarding this form or uncertain if a specific requirement applies to your project, please contact the planning staff at (805) 688-5575x220 or via email at [planningdept@cityofsolvang.com](mailto:planningdept@cityofsolvang.com)

- | Applicant                | City                     |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>COMPLETED Planning APPLICATION FORM.</b> Application form can be found here: <a href="https://www.cityofsolvang.com/DocumentCenter/View/4448/PB-P1-Planning-Application">https://www.cityofsolvang.com/DocumentCenter/View/4448/PB-P1-Planning-Application</a> .<br><i>Only this application will be accepted.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>EMAIL COMPLETED APPLICATION &amp; PLANS.</b> Email completed application and associated plans <a href="mailto:planningdept@cityofsolvang.com">planningdept@cityofsolvang.com</a> . All electronic plans shall be in PDF format.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>PAYMENT OF APPLICATION FEE.</b> Remittance of deposit as established by the Master Fee Schedule. Your application will not be processed until a fee has been paid. This can be completed by cash or check.   |

**Preliminary Signage Plan.** The following must be included in all preliminary signage plans :

- | Applicant                | City                     | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Address and assessor parcel number of the project site.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Total number of signs proposed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Total Square footage of all signs proposed (in square feet)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Total Square footage (in square feet) of proposed and existing signage if building is occupied by multiple tenants   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide Specification for each sign proposed including the following: <ul style="list-style-type: none"><li>• Height and length of sign (in feet)</li><li>• Depth of sign measure (in feet)</li><li>• Measurement of the largest letter height if letters are on the sign (in inches)</li><li>• Identify the type of material to be utilized for proposed signage</li><li>• Provide ground clearance for all project and hanging signs (in feet) measured from finished grade (ground level) to the bottom of proposed sign.</li><li>• For projecting signs, provide the distance the sign projects from the building measured (in feet), measured from the edge of the sign closest to the building.</li><li>• Provide information on hardware utilized to secure the sign.</li><li>• For signs that are illuminated, provide specifications on total watts per square foot, and illumination type (LED, CFL, etc.)</li></ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide Color Photographic Renderings <ul style="list-style-type: none"><li>• Provide a mockup of the proposed signs</li><li>• Provide a simulated depiction of the proposed sign on the building/location</li><li>• Provide a graphic scale if possible</li></ul>   |

**Compliance with the California Environmental Quality Act (CEQA)** - Please note that once your application is deemed complete, staff will determine if the proposed project qualifies as an exempt project (i.e., does not require environmental review).

**Notice of Potential Requirements for Building Permits per California Building Code** - If additional hardware will be used to secure the sign (i.e. new wall signs), electric or installation of lighting, a building permit may be required. Please contact the Building division to verify if a permit is needed.

I, the undersigned Applicant/Representative, have verified that all the submittal items required on this Checklist are included in the application materials and/or plans.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**