



City of Sonoma

PLANNING, BUILDING, AND PUBLIC WORKS

Sign Application

Applicant Information

Name _____ Phone _____
Mailing Address _____

Site Information

Site Address _____ Project Title _____
Zoning _____ Public Street Frontage: 1) Primary _____ 2) Secondary _____

Sign Information

Sign types include the following: wall, projecting, freestanding, awning, window, and roof signs. For each proposed sign, indicate the type of sign, number of faces, dimensions, and form of illumination, if any. **Please attach a scale drawing of all proposed signs to the application.** Additional submittal requirements and a summary of sign regulations are provided on the reverse of this application.

Type of Sign	Size (in feet and inches)			No. of Faces		Illumination		
	Length	Height	Area	Single	Double	Interior	Exterior	None
_____	_____	_____	_____	<input type="checkbox"/>				
_____	_____	_____	_____	<input type="checkbox"/>				
_____	_____	_____	_____	<input type="checkbox"/>				
_____	_____	_____	_____	<input type="checkbox"/>				

Letter Height: _____ Background Color: _____ Letter Color: _____ Trim Color _____
Sign Area: 1) Existing _____ 2) Proposed _____ 3) Total _____
Projecting/Free-standing Signs: 1) Height to top of sign from grade _____ 2) Clearance _____

Note: The maximum sign height for freestanding signs is 12 feet. The minimum clearance for hanging or projecting signs is 7 feet.

Additional Submittal Requirements

SEE REVERSE SIDE OF THIS APPLICATION FORM

Administrative Information (Office Use Only)

Commission Review Administrative Review Application Complete: Yes No
Determination: Date _____ Decision _____ Vote _____
Staff Comments: _____

Conditions or Modifications: _____

Property Owner Authorization

I, the undersigned, hereby state that I am the owner of record of the affected property or a duly authorized agent of the Property owner(s) (An agent must submit a letter of authorization signed by the property owner) and that all information submitted as part of this application is true and accurate.

Signature _____ Date _____

Additional Submittal Requirements

The following information completes the basic application requirements for most sign review applications. Please note that if color is used on a drawing (or photographs), the applicant is required to submit 6 color copies (or photos). **If an application is determined to be incomplete, the item may not be heard by the Architectural Review Commission.**

- A scale drawing of each proposed sign, no larger than 11" by 17", accurately depicting size dimensions, and appearance including all copy, logos, borders and other elements. Colors may be indicated by writing in the names of the colors to be used, submitting color chips, or through the use of a colored rendering.
- Building elevations, drawn to scale in an 11" by 17" format, showing the placement of each sign on the building face. For existing buildings, photographs may be used. (This requirement may be waived by the Planning Division.)
- A site plan, drawn to scale in an 11" by 17" or smaller format, showing the location of buildings, parking and drives relevant to any proposed sign and indicating the location of any free-standing or monument signs. For existing buildings, photographs may be used. (This requirement may be waived by the Planning Division.)

Summary of Sign Regulations

The following guidelines summarize the detailed provisions of the City's Sign Ordinance (Sonoma Municipal Code, Title 18). Copies of the Sign Ordinance are available at City Hall.

- *Number of Signs:* Normally, each business may have up to two signs. Additional signs may be allowed at the discretion of the Architectural Review Commission, per the regulations of the Sign Ordinance.
- *Aggregate Sign Area:* The maximum allowable sign area for any building in a commercial or mixed-use zone is based on public street frontage. The maximum aggregate area which may be applied for is calculated as follows: 1) Primary Street Frontage: for the first thirty feet of primary street frontage, the allowable sign area is three square feet for every five lineal feet of frontage. For primary frontage in excess of thirty feet, an additional two square feet of sign area for every five feet of frontage may be permitted. 2) Secondary Frontage: one square foot of sign area may be allowed for every five lineal feet of secondary frontage.
- *Maximum Size:* No sign may exceed 48 square feet in area. Interior illuminated signs may not exceed 27 square feet in area and exterior illuminated signs may not exceed 32 square feet in area. Each face of a double-sided interior illuminated sign may not exceed 18 square feet in area and each face of a double-sided exterior illuminated sign may not exceed 21 square feet in area. **In calculating the aggregate area of a double-sided sign, each face shall be multiplied by 0.75.**
- *Neon Signs:* In commercial zones, neon signs of less than two-square feet in area may be allowed with design review, subject to a limit of one such sign per business.
- *A-Board Signs:* Subject to the review and approval of the Architectural Review Commission, one A-board sign per business may be allowed, of a maximum height of four feet and a maximum width of two feet. The sign must be placed in front of the business which it advertises and may only stand during business hours. The sign must be placed so as not to block pedestrian traffic or present a hazard (a minimum sidewalk clearance of 48" is required). A-board signs do not count against the number or aggregate area of signs allowed for a business under the Sign Ordinance.
- *Administrative Review:* Over the counter review is possible for certain sign applications, including the replacement of existing conforming signs, new wall signs of 10 square feet in area or less and new hanging or projecting signs of 6 square feet or less (per side). Some limitations apply, as follows: a) no more than two signs per business, b) the lettering of informational text may not exceed 4 inches in height; c) new illuminated signs, new signs in residential zones, new multi-tenant sign programs, new roof signs or free-standing signs, variances to the Sign Ordinance, and the replacement of interior illuminated signs are not subject to administrative review.
- *Permits:* All signs subject to a permit shall be installed and maintained in a manner consistent with the provisions of the City's Sign Ordinance, including the Sign Design Guidelines.