



SIGN PERMITS



City of Redding
777 Cypress Avenue
Redding CA 96001
Telephone:
(530) 225-4020
FAX: (530) 225-4495

PURPOSE

The City's Sign Ordinance regulates three broad categories of signs as noted below:

- ▶ Building-supported signs (i.e., wall, roof, projecting, and canopy signs).
- ▶ Detached signs (i.e., pole and monument signs).
- ▶ Temporary promotional signs (i.e., window-painted signs, banners, balloons, pennants, and flags).

Depending on the type of sign, its area, height, and zoning district, a permit from the Planning Division may be required. Approval for a sign may be granted by any one of the following authorities:

- ▶ Planning Director (Administrative Sign Permit only).
- ▶ Board of Administrative Review (Site Development Permits and referrals from the Director).
- ▶ Planning Commission or City Council (Referral from the Board of Administrative Review).

Administrative Sign Permits (ASP) are usually a quick, routine matter. In most cases, Planning Division staff checks to be sure that the sign fits the standards, and a permit may be issued within ten days. If it doesn't meet code, it is denied or the applicant is allowed to revise the application to meet the standards.

For signs requiring planning permits, we encourage you to contact a local licensed sign manufacturer, who is usually well-versed in the Sign Ordinance requirements.

NOTE: Regardless of whether or not a Planning Division permit is required, a building permit may still be required.

PROCESS

Step 1 - Preapplication Discussion with Staff

It is recommended that the applicant review the proposal with Planning Division staff prior to the submission of the formal application. This will allow the staff to advise the applicant on conformity with the Zoning Ordinance and Sign Ordinance requirements, including maximum height, setback, area, design, and landscape criteria. The applicant should provide preliminary sketch plans and a project description. If there are other signs on the property, then the application should include details about the location, area of the proposed and existing signs, and total sign area being used on the parcel.

Step 2 – Filing of Application

If staff determines that a permit is required, the applicant should submit a completed application, an accurately drawn reproducible site plan and elevation, filing fee, and other required supplemental information to the Development Services Department, 777 Cypress Avenue, Redding, California 96001, (530) 225-4020. The application must be signed by the property owner. Plans for pole or large monument signs should be prepared by a designer who is familiar with the City's Sign Ordinance. The building permit application may require that plans for such sign be prepared by an engineer. A staff planner will review the material to make sure all the required information is provided.

At this stage, City staff will evaluate whether or not the sign request requires an Administrative Sign Permit or a Site Development Permit application.

Step 3 – Permit Hearing

Signs requiring only an Administrative Sign Permit usually do not require a hearing. Site Development Permit applications require a hearing before either the Board of Administrative Review (Board) or the Planning Commission. Permits may be denied or approved subject to certain conditions. The Board may refer controversial items to the Planning Commission. Any action of the Board may be appealed to the Planning Commission. Without appeal, Site Development Permits are effective in ten days.

NOTE: Regardless of whether or not a Planning Division permit is required, a building permit may still be required.

ESTIMATED TIME REQUIREMENTS

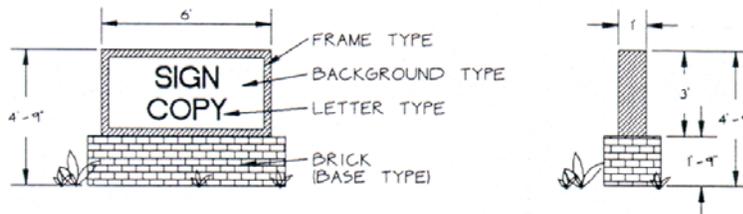
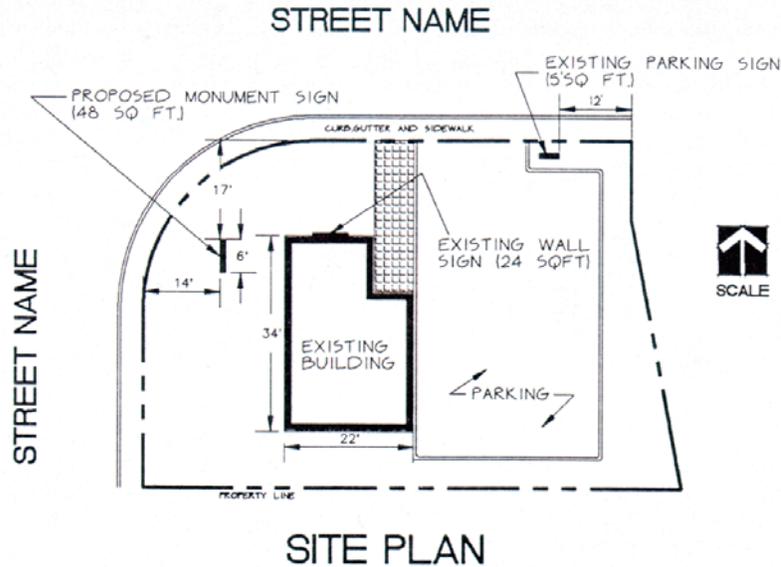
The actual time for processing sign permit applications will vary depending on the complexity and magnitude of the proposal, but generally requests may proceed as follows: (1) Administrative Sign Permits not requiring property-owner notification may be approved within 10 days by staff; (2) Administrative Sign Permits requiring property-owner notification may be approved in 20 days; and (3) Site Development Permits processed by the Board require between 4 and 6 weeks, including appeal period. A building permit cannot be obtained until after the ten-day appeal period is complete.

APPLICATION SUBMITTAL REQUIREMENTS

1. Application form completed and signed.
2. Supplemental information if required.
3. Application fee (refer to schedule of fees).
4. Sign elevations.
5. A sign survey of existing signage (if applicable).
6. Site plan:

The site plan shall be drawn to scale. (Photocopies are acceptable.) For all signs, plans shall show:

- ▶ Dimensioned property lines.
- ▶ Locations, names, and widths of adjacent streets.
- ▶ Layout of buildings on the site.
- ▶ Landscape areas.
- ▶ Location, size, and type of all proposed and existing signs.
- ▶ All external lighting for proposed and existing signs.
- ▶ NORTH ARROW and scale.
- ▶ Total sign area on parcel (existing + proposed = total).
- ▶ Sign setbacks.



SIGN ELEVATION

NOTE: Irrigated landscape area to be equal to sign area.