

MT. SHASTA PLANNING DEPARTMENT  
305 No. MT. SHASTA BLVD.  
MT. SHASTA, CALIFORNIA 96067  
(530) 926-7510 Telephone (503) 926-0339 FAX

## GUIDELINES FOR SIGN PERMITS

The Mt. Shasta Sign Ordinance is found in **Title 8** of the Mt. Shasta Municipal Code. It is strongly suggested that you review the Sign Ordinance prior to submitting your Sign Permit Application.

A “**Sign Ordinance Handbook**” is also available to assist you in understanding the Sign Permit process. You can request a copy of the Handbook at the front counter.

The City Planner will be available to answer any questions you may have on specific sections of the Sign Ordinance, or any portion of your sign permit application.

The Planner can be reached at 926-7510.

**A Sign Permit is required for *all signs*** . *This includes sandwich boards and other accessory signs.*

### Submittal Requirements

*Please initial each item when completed. If there are questions regarding the requirement, please contact the City Planner.*

- 1. Application form completed and signed by applicant and property owner.*
- 2. A \$245.00 filing fee for Planning Commission review of Freestanding Signs greater than 6-feet in height and internally illuminated.*
- 3. \$55.00 filing fee for administrative review of flush mounted signs or for freestanding signs less than 6 feet in height.*

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\* Limited exceptions are listed in Section 8.20.020 of the Sign Ordinance

4. *All internally illuminated signs are reviewed by the Planning Commission.*
5. *Sign Drawings to scale: NOTE: a "Bar Scale" is required. Drawings should be on paper no larger than 11" x 17". No Photographs of Signs. We require a drawing with dimensions clearly shown.*
6. *Site photographs showing the structure the sign is to be placed upon;*
7. *For freestanding signs applications submit a plot plan, to scale, of the site showing the following:*
  - a. *Location, elevations, size, height, dimensions materials and proposed use of all signs and related structures. (Existing and intended to be on the site which may influence the appearance or location of the sign).*
  - b. *Freestanding Signs shall indicate the landscaping area at the base of the sign, describing any plant material proposed.*
  - c. *Bar Scale on all drawings.*
  - d. *Streets identified*
8. *Physical example of colors to be used. Paint chips/ samples from paint dealer are preferred.*
9. *Submissions become the property of the City of Mount Shasta.*
10. *Signed statement indicating you have reviewed and understand the Sign Ordinance and application requirements. Please review the Sign Ordinance and the Handbook if you haven't already.*

#### *Review of Sign Permit Applications*

1. *Submit a completed application to the Planning Department. Please note that incomplete applications will not be processed, and given back to applicant to complete. If you have any questions regarding the sign permit application, contact the City Planner at 926-7517.*
2. *If your sign permit application is for or includes a Sandwich Board Sign, please note that the Sandwich Board Signs are counted toward the sum of the allowed signage for the site.*

3. Freestanding signs less than six-feet in height and flush-mounted signs without internal illumination are reviewed by the Planning Department. Once the sign permit application is found to be complete, the City Planner will notify you within two weeks.
4. New Freestanding Signs greater than six feet in height and any Internally Illuminated signs are reviewed by the **Planning Commission**. Planning Commission meetings occur once per month, on the 3<sup>rd</sup> Tuesday of each month. The deadline for submitting a complete application for any given month is the last day of the month.
5. ***If any sign is placed on a public Right Of Way (ROW) it will require an Encroachment Permit pursuant to Chapter 12.34 of the Municipal Code.***
6. ***Encroachment Permit Application packets are available at City Hall or by download from the Public Works Dept.***

APN \_\_\_\_\_

PROJECT NO. \_\_\_\_\_

## SIGN PERMIT APPLICATION

(Print or Type in Black Ink Only)

- o Conditional Use Permit \$480
- o Variance \$580
- o Subdivision (4 or Less) \$650 + Time/Materials
- o Subdivision (5 or More) \$300 + \$150 per parcel
- o Rezoning / Rezoning \$425
- o General Plan Amendment \$580
- o Home Occupation – Administrative \$80
- o Home Occupation \$345
- o Other \_\_\_\_\_ \$100 + Time/Materials
- o Annexation \$750 (5Acres or Less)
- o Annexation \$1,200 (More than 5 Acres)
- o Lot Line Adjustment \$150
- o Optional Design \$180
- o Architectural / Design \$325
- o Sign –\$55 for flushmounted and freestanding signs less than 6'
- o Sign \$245 for 6' & higher freestanding signs, and internally lit
- o \_\_\_\_\_ (If not listed, check with Planning Dept. for current description & fee

In addition to the above fees, applicants shall be required to reimburse the City of Mt. Shasta for any additional costs of issuing permit, including but not limited to, extraordinary fees for legal counsel and/or consultant costs.

### PLANNING DEPARTMENT

\_\_\_\_\_ Application Received  
 \_\_\_\_\_ Accepted as Complete  
 \_\_\_\_\_ Received By

### CASHIER

\_\_\_\_\_ Application Fee  
 \_\_\_\_\_ Receipt Number  
 \_\_\_\_\_ Received By

**APPLICANT**      NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 TELEPHONE/ FAX # \_\_\_\_\_

**OWNER**      NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 TELEPHONE/ FAX # \_\_\_\_\_

**REPRESENTATIVE**      NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 TELEPHONE/ FAX # \_\_\_\_\_



**CITY OF MT. SHASTA**  
**PLANNING DEPARTMENT**

**SIGN PERMIT**

PROJECT NAME \_\_\_\_\_ Assessor's Parcel Number \_\_\_\_\_  
Project (Physical) Location \_\_\_\_\_ Project Number \_\_\_\_\_

**THIS PAGE REQUIRED FOR EACH INDIVIDUAL SIGN REQUESTED**  
**REQUEST COPIES IF MORE THAN ONE SIGN IS PROPOSED**

SIGN # \_\_\_ OF \_\_\_ DESCRIPTION OF REQUEST: (List any special requests)

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ILLUMINATION:     None     Internal     External                      Type: \_\_\_\_\_

LOCATION:             Front     Rear     Roof     Side:     North     East     West     South

MATERIAL:         Metal     Plastic     Wood: List Type \_\_\_\_\_  
                           Other: List Type \_\_\_\_\_

PLACEMENT:       Painted on Building                       Freestanding  
                           Flush Mounted                               Attached to Building  
                           Other (*describe*) \_\_\_\_\_

SIGN DIMENSIONS: SIZE \_\_\_\_\_ High \_\_\_\_\_ WIDE = \_\_\_\_\_ Sq. Ft.

CLEARANCE:        Ground to Bottom of Sign: \_\_\_\_\_ Ft.

FRONT FOOTAGE OF BUILDING: \_\_\_\_\_ Ft.

ALLOWABLE SIGN AREA:    \_\_\_\_\_ Square Feet  
NUMBER OF EXISTING SIGNS    \_\_\_\_\_ Square Feet  
SIGN AREA PROPOSED WITH THIS APPLICATION                      \_\_\_\_\_ Square Feet

+/- BALANCE USABLE SIGN AREA (allowable – proposed) \_\_\_\_\_ Square Feet

**PROPERTY OWNER SIGNATURE REQUIREMENT**

I hereby certify that the facts, statements, and information presented within this application are true and correct to the best of my knowledge and belief. I hereby understand and certify that any misrepresentation or omissions of any information required in this application form may result in my application being delayed or not approved by the City of Mt. Shasta. I hereby certify that I have read and fully understand all the information required in this application form.

By signing this application, I (we) hereby authorize City, County, State and Federal agencies, requested to review this application, to enter my property for the purpose of reviewing and commenting on this application. The authorization is valid from the date of filing this application until the City formally acts to approve or deny this project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State /zip

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Date

**SIGN COLOR SAMPLE SUBMITTAL**

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**PROJECT NAME**

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**PROJECT NUMBER**

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**PROJECT PHYSICAL LOCATION**

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**ASSESSOR'S PARCEL NUMBER (APN)**

<p><b>GENERAL</b> (Overall)</p>	<p><b>TRIM COLOR</b> (Note Locations)</p>	<p><b>ACCENT</b> (doors, windows, logo)</p>
<p><b>DOOR / WINDOW</b></p>	<p><b>ROOF</b> (Color / Type)</p>	<p><b>OTHER</b> (Describe)</p>

**IN APPROPRIATE BOX, INDICATE COLOR NAME AND PROVIDE COLOR CHIP OF ACTUAL COLOR IF POSSIBLE, PROVIDE COLOR ON MATERIAL TO BE USED**

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\_\_\_\_\_ 6. Site photographs showing the structure the sign is to be placed upon;

\_\_\_\_\_ 7. For freestanding signs applications submit a plot plan, to scale, of the site showing the following:

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\_\_\_ b. Freestanding Signs shall indicate the landscaping area at the base of the sign, describing any plant material proposed.

\_\_\_ c. Bar Scale on all drawings.

\_\_\_ d. Streets identified

\_\_\_\_\_ 8. Physical example of colors to be used. Paint chips/ samples from paint dealer are preferred.

\_\_\_\_\_ 9. Submissions become the property of the City of Mount Shasta.

\_\_\_\_\_ 10. Signed statement indicating you have reviewed and understand the Sign Ordinance and application requirements (Below). Please review the Sign Ordinance and the Handbook if you haven't already.

***APPLICANT SIGNATURE REQUIREMENT***

I have read and understand the application guidelines and submittal requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
***Printed Name***

\_\_\_\_\_  
Date