



P. O. Box 702, Colfax, CA 95713

SIGN PERMIT INFORMATION SHEET AND APPLICATION SUBMITTAL CHECKLIST

GENERAL INFORMATION

This information sheet explains the regulations and permit requirements for new signs, modification to existing signs and temporary signs in the City of Colfax. Colfax Municipal Code Chapter 17.112 establishes the regulations and permit requirements for signs. The purpose of these regulations and permit requirements is to ensure that signs are well designed and pleasing in appearance by providing incentive and latitude for variety, good design relationship, spacing and location, thereby encouraging a desirable City character with a minimum of clutter while recognizing the need for signs as a major form of communication.

SIGN PLAN REQUIREMENTS AND EXEMPTIONS

A sign plan review and approval are required for the erection, relocation, alteration or reconstruction of all permanent and temporary signs unless the sign is specifically exempt by the Colfax Municipal Code.

Sign permit exemptions are listed in the Colfax Zoning Ordinance section 17.112.170 and include, but are not limited to,

- address signs;
- business information signs such as open/close, accepted credit cards, etc.;
- construction signs;
- rental and for sale signs with limits to the size and number of these types of signs.
- Please refer to Colfax Municipal Code for a complete list of exempt signs.

A separate sign plan will not be required for signs that are reviewed and approved through a separate land use permit, e.g. a development plan. The sign plan and required drawings may be incorporated into the site plan and elevations for the land use permit.

SIGN PERMIT

The Sign Permit is issued by the Planning Department for individual signs and sign programs based on the requirements defined in Colfax Municipal Code Chapter 17.112. Generally, a sign must comply with the development standards of Chapter 17.112 that regulate the size, type, number and placement of signs and with the sign design guidelines. If the sign will be in the Historic Preservation District, the sign must also go through the historic design review process and be consistent with the Historic Design Guidelines. Please refer to the “Historic Design

Review Information Sheet” for further information on historic design permit requirements and regulations.

It will take approximately two weeks to process a sign plan application. It may take an additional two weeks to process a sign plan application for a sign in the Historic District.

SIGN PERMIT FEE

The application fee for processing a sign plan is \$100.00 plus \$10.00 per square foot of sign area proposed. (See end of Chapter 17.112-*Signs* for computation of sign area)

SIGN PERMIT SUBMITTAL REQUIREMENTS

The items listed in the “Sign Permit Submittal Checklist” must be submitted as part of the application package in order for the application to be considered complete for processing. The checklist must also be submitted with the application. Your application will not be accepted if all of the items listed are not submitted.

After your project is assigned to a planner, you will be contacted and asked to provide additional hard copies of the plan sets as required. In addition, the planner may request an electronic version of documents from the application submittal package. Electronic files may be submitted via email (if less than 20 MB), CD, thumb drive or online file repository (i.e. Dropbox).

Sign Permit Application Submittal Checklist

Applicant Name: _____ Project Site APN: _____

Project Address: _____

Application Number (to be filled out by City staff): _____

Applicant must fill out the checklist below by placing a check mark in the boxes listed under Column A (for Applicant) and signing below. Column S is for staff to verify that your submittal requirements have been met.

A S

- 1. Completed Land Use/Zoning Application. (The property owner must sign the application or the applicant must submit a rental lease or letter or other documentation signed by the property owner authorizing the applicant to submit the application.)
- 2. Fee payment. Checks must be made payable to the City of Colfax; cash and credit cards are also accepted.
- 3. Site plan. **SITE PLANS: All plans must be drawn to standard architects or engineers scale and each sheet must be folded to 8.5" x 11" and contain the following information:**
 - a) Sheet numbers, Project name, Architect/Engineers name (if applicable), address, and phone number
 - b) Applicants/Representatives and Owners name, address, and phone number, (if different from owner)
 - c) North arrow and scale of illustration; date of preparation and/or revisions
 - d) Vicinity map
 - e) Location and name of adjacent streets
 - f) Dimensioned property lines
 - g) Dimensioned building frontage
 - h) Location and dimensions of signs
 - i) Visibility triangle for ground mounted signs near intersections or driveways
 - j) Existing and proposed public and private easements
 - k) If any ground mounted signs are proposed, show location of drainage swales, watercourses, ponds, lakes, marshes, or wetlands.

- 4. One copy of a detailed scaled drawing of the proposed sign(s) including:
 - a) Dimensions and size of sign
 - b) Lettering style
 - c) Color of surface areas including background and letters
 - d) Materials
 - e) Size in square feet of signage to remain
 - f) Lineal feet of building frontage
 - g) Surface area of building façade in square feet
 - h) Lighting specifications, including shielding, type and size of lamps

- 5. One copy of elevation drawings (wall signs, projecting signs, hanging signs) or site plan (freestanding signs) showing the location of the sign. For freestanding signs, the site plan must show information on landscaped areas consistent with the Colfax Municipal Code regulations. For wall signs, the elevation and scaled drawing of the sign may be combined.

- 6. For signs in the Historic Preservation District, please refer to the “Historic Design Review Information Sheet” for submittal requirements and fees.

Applicant Signature: _____

I certify that I have completed and have included all material checked above in the attached application submittal.