



## **SIGN PERMIT INFORMATION SHEET**

### **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 is 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 plan 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 located 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 per application.

## **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: \_\_\_\_\_

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. 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
- 4. 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.
- 5. 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.

