

City of Alturas ~ Planning Application Package

SIGN PERMIT

PURPOSE: Sign (S) Permits are required for all commercial, industrial, high density residential, and recreational uses that wish to advertise their location, products or services in any way. This review is intended to ensure that all advertising signs in the City meet the Sign Standards of Article 4, Section 28.46, and all other applicable standards set by the Zoning Ordinance (ZO) or any other applicable regulations adopted by the City through ordinance or resolution.

PERMIT LIMITATIONS: A Sign Permit cannot be approved to advertise a use not legally established in the zone.

LEGAL AUTHORITY:

- Zoning Ordinance (ZO) Section 28.52.020, where required by ZO Section 28.46.

WHEN TO USE: The City will consider a Sign Permit Application when:

- Application materials meeting the requirements of ZO Section 28.52.020.B have been submitted; and
- All “Required Documents and Fees” (as noted below) have been submitted to the City Clerk.

RELATIONSHIP TO OTHER PERMITS: Sign Permits are processed as separate permits from any other City permit as they are reviewed periodically and not establish rights that run with the land. However, they may be processed concurrently with other permits if desired.

HOW TO PROCEED: Property owners interested in a Sign Permit should call the City Clerk at (530) 233-2512 to arrange a consultation with the City Planner before submitting the Required Documents and Fees.

REQUIRED DOCUMENTS AND FEES

| ✓ | Item | Description |
|---|--|---|
| 1 | Application Intake Form | Completed by the City Planner |
| 2 | General Information Form (<i>attached</i>) | Provides general property description, as well as ownership and contact information. Under the “Project Description”, please indicate the type of sign desired. Example: “Sandwich Board Sign” or “Wall mounted sign” |
| 3 | Illustrations and Installation Details | Review the Site Planning and Development Standards for your proposed sign (See Zoning Ordinance Article 4, Section 28.46 for details), and provide any illustrations, diagrams or details requested. |

| ✓ | Item | Description |
|---|------|--|
| 4 | Fees | <p>Fees vary with the type of sign and whether or not it replaces an existing sign of similar type. Check with the City Planner or Director to confirm which fee will apply to your sign.</p> <p>NEW SIGN (these require PC Review)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Free-Standing Sign \$ 600/sign <input type="checkbox"/> Building Sign \$ 300/sign <input type="checkbox"/> Temporary Sign \$ 200/sign <p>REPLACEMENT SIGN (where there may be some significant visual change that will require PC Review)</p> <ul style="list-style-type: none"> <input type="checkbox"/> All Types \$ 200/sign <p>REPLACEMENT SIGN (where there are no significant visual changes)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Temporary Sign \$ 50/sign <input type="checkbox"/> All Others \$ 100/sign <p><i>*Please make check made payable to "City of Alturas"</i></p> |

DESCRIPTION OF APPLICATION PROCESSING: Since incomplete applications cannot be processed, please be sure the application materials you submit include all the material requested above.

Once application materials are submitted, the City Planner will review them and confirm whether or not the application is complete. You will be called if we have any questions. This permit typically takes less than two weeks to process if it is a replacement sign with no significant visual changes. All other signs may take up to a month to process because they must go before the Planning Commission for review.

If approved, the decision is appealable by any interested party for a period of 10 days. After that time, the applicant will receive a Notice of Approval.

If denied, the applicant may file an appeal of the decision to the Planning Commission (if decision is made by the Director) or the City Council (if decision is made by the Planning Commission). All appeals must be submitted in writing within 10 days of receipt of the decision letter (determined by the date on the letter or the postal cancellation stamp on the envelope, whichever is later). The Appeal should be submitted to the City Clerk at 200 West North Street, Alturas, CA 96101 along with the \$350 appeal fee. Once received, the Appeal will be scheduled to be heard at the next available meeting.