



City of Dixon

Dixon Planning Application Submittal Checklist for a Sign Permit

WHAT IS A SIGN PERMIT AND WHY DOES DIXON DO IT?

Sign Permits are a type of permit administered by the Planning Department that regulates the various signage types found in Dixon to ensure that they meet the minimum design and development standards adopted by the City. There are five types of Sign Permits: 1) Administrative Sign Permit; 2) Sign Permit – Standard; 3) Multi-tenant Freeway Oriented Sign Permit; 4) Freeway Oriented Sign Permit; and 5) Electronic Message Center Sign Permit.

The regulations, standards, and processes for these five Sign Permit types are fully covered in Chapters 18.24 (Signs), 18.23 (Design Review), and 18.25 (Conditional Use Permit) of the Dixon Municipal Code (DMC). The DMC can be found on the City's website at www.ci.dixon.ca.us as part of Title 18 under the "City Municipal Code" link or can alternatively be found at: <http://www.codepublishing.com/CA/Dixon/>.

A building permit is required, following Sign Permit approval. It involves a separate application, administered by the Building Department, with its own fees, approval, and inspection process administered by the Building Department done following (or concurrently in some cases with) Sign Permit approval.

HAVE YOU SUBMITTED THE FOLLOWING REQUIRED ITEMS? (REQUIRED FOR ALL SIGN PERMITS)

✓	#	Required Plan Sheets and Information
	1	Site Plan

	2	(General) Project Information
	3	Building (Sign) Elevations
	4	Materials, Colors, and Details

While this submittal checklist is not comprehensive, it will otherwise provide a generalized overview of the types of Sign Permits, as well as the submittal requirements for each. Please refer to the chapters referenced above in Title 18, as well as the Complete Dixon Planning Application Submittal Checklist to be certain additional items might not otherwise be necessary to deem your application complete and make the requisite findings for an approval or general recommendation on your proposed Sign Permit application.

Sign Permits are either approved administratively or through public hearing. Each Sign Permit is identified and further discussed here as well as in the Dixon Municipal Code (DMC). It should be noted, as outline in DMC 18.24.040 (General Provisions) that some signage (e.g. open house signs and address signage), subject to the standards outlined in this section are exempt from Sign Permit review and approval. The design standards for signage for various zoning districts in the City are otherwise spelled out in DMC Sections 18.24.050, .060, and .070.

Pursuant to DMC 18.23.100F and 18.24.080 and .090, an administrative Sign Permit is processed by Planning staff and typically involves signage tied to a master sign program, modifications to previously approved signage, or temporary signage that is consistent with the standards outline in DMC Chapters 18.23 and 18.24. If found consistent with these sections of the Dixon Municipal Code, then Planning staff may approve an administrative Sign Permit concurrently with a corresponding building permit. It should be noted that Planning’s administrative Sign Permit is separate from the building permit process and requires a separate application and additional information that goes beyond the Building Department’s requirements for the corresponding building permit.

If the proposed Sign Permit does not otherwise qualify to be processed as an administrative Sign Permit, it will then require a public hearing. On such occasions, Sign Permits are frequently rolled into a larger entitlement application such as for Design Review (DMC Chapter 18.23) and/or as part of a Conditional Use Permit (DMC Chapter 18.25). The findings for Sign Permit approval are also provided in these sections.

In addition to a Planning Application, the minimum checklist items identified above are defined in detail below. Please review this submittal checklist thoroughly. Depending on the full scope of your project, additional items, as identified in the Complete Dixon Planning Application Submittal Checklist may be deemed necessary in the review of your application. The complete submittal checklist can be found at the front counter of City Hall or online.

1. Administrative Sign Permit

Typically, there are no additional submittal requirements beyond the minimum items identified above.

Plans

An administrative Sign Permit requires the submittal of one (1) complete copies of plan sets that are a minimum of 8 ½ inches by 11 inches to a maximum of 11 inches by 17 inches in size, and one electronic copy of the complete set of plans in pdf format, provided on a flash drive, CD/DVD, or by a common file share program such as Dropbox or File Share. All plans and reports need to be dated.

Items required on the checklist (e.g. site plan and general project information) may be combined on the submitted plans so long as all of the pertinent information is present and is easy to find.

In addition, other than plan sets, two copies of any studies or supporting documents must be provided when submitting an application.

2. Sign Permit – Standard and not otherwise subject to administrative approval (Public Hearing)

This permit, by itself, is uncommon for the reason that typically such projects are tied to a larger application type which involves more than just construction of a sign (e.g. Design Review) that cannot otherwise be exempted or processed administratively. The following are additional items required beyond the initial minimum (4) identified above:

✓	#	(Additional) Required Plan Sheets and Information
	5	Public Noticing (Labels), including subject property and those in a 500 foot buffer
	6	Preliminary Title Report

In the event of another entitlement overlapping with a Sign Permit, the more stringent requirements will apply.

Plans

A standard Sign Permit requires the submittal of twelve (12) complete copies of plan sets that are a minimum of 8 ½ inches by 11 inches to a maximum of 11 inches by 17 inches in size, and one electronic copy of the complete set of plans in pdf format, provided on a flash drive, CD/DVD, or by a common file share program such as Dropbox or File Share. All plans and reports need to be dated. All plans and reports need to be dated.

Items required on the checklist (e.g. site plan and general project information) may be combined on the submitted plans so long as all of the pertinent information is present and is easy to find.

In addition, other than plan sets, two copies of any studies or supporting documents must be provided when submitting an application.

3. Multi-tenant Freeway Oriented Sign Permit (Public Hearing)

“Multi-tenant, freeway-oriented sign” is a monument sign located in a commercial highway zone erected or maintained to advertise goods and services to motorists (DMC Section 18.24.030). The following are additional items required beyond the initial minimum (4) identified above:

✓	#	(Additional) Required Plan Sheets and Information
	5	Public Noticing (Labels), including subject property and those in a 500 foot buffer
	6	Preliminary Title Report
	7	Sight Line Study
	8	Demonstrate Sign Has Been Designed to Meet State and Federal Standards
	9	Exhibit Showing Next Nearest Multi-tenant Freeway Sign and its Distance from that Sign

Plans

Per DMC Sections 18.24.070E and 18.23.100, a Multi-tenant Freeway Oriented Sign Permit requires a Conditional Use Permit (DMC Chapter 18.25) and Design Review (DMC Chapter 18.23) approvals. Beyond the findings identified as part of a Conditional Use Permit (DMC Section 18.25.070A), the additional findings and materials outlined in Section 18.24.070E will also need to be made and provided. In order to process this application, an applicant is otherwise required to provide the quantities of plans and application materials identified in the corresponding submittal checklists for those entitlements.

4. Freeway Oriented Sign Permit (Public Hearing)

“Freeway-oriented sign” is a freestanding sign erected or maintained to advertise off-site goods and services to motorists traveling on Interstate 80 that has no electronic components. (DMC Section 18.24.030). The following are additional items required beyond the initial minimum (4) identified above:

✓	#	(Additional) Required Plan Sheets and Information
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	5	Public Noticing (Labels), including subject property and those in a 500 foot buffer
	6	Preliminary Title Report
	7	Sight Line Study
	8	Demonstrate Sign Has Been Designed to Meet State and Federal Standards

Plans

Per DMC Sections 18.24.070F and 18.23.100, a Multi-tenant Freeway Oriented Sign Permit requires a Conditional Use Permit (DMC Chapter 18.25) and Design Review (DMC Chapter 18.23) approvals. Beyond the findings identified as part of a Conditional Use Permit (DMC Section 18.25.070A), the additional findings and materials outlined in Section 18.24.070E will also need to be made and provided. In order to process this application, an applicant is otherwise required to provide the quantities of plans and application materials identified in the corresponding submittal checklists for those entitlements.

5. Electronic Message Center Sign Permit, excluding LED gas price signs (Public Hearing)

“Electronic message center sign” is a sign with a static message formed by the selective illumination of an array of light bulbs, light emitting diodes (LEDs), or liquid crystal displays (LCDs) that can be changed electronically. These signs may display text and/or graphic images, and may be programmable (DMC Section 18.24.030). The following are additional items required beyond the initial minimum (4) identified above:

✓	#	(Additional) Required Plan Sheets and Information
	5	Public Noticing (Labels), including subject property and those in a 500 foot buffer
	6	Preliminary Title Report
	7	Sight Line Study
	8	Demonstrate Sign Has Been Designed to Meet State and Federal Standards
	9	Exhibit Showing Next Nearest Multi-tenant Freeway Sign and its Distance from that Sign

Plans

Per DMC Sections 18.24.070G and 18.23.100, a Multi-tenant Freeway Oriented Sign Permit requires a Conditional Use Permit (DMC Chapter 18.25) and Design Review (DMC Chapter 18.23) approvals. Beyond the findings identified as part of a Conditional Use Permit (DMC Section 18.25.070A), the additional findings and materials outlined in Section 18.24.070E will also need to be made and provided. In order to process this

application, an applicant is otherwise required to provide the quantities of plans and application materials identified in the corresponding submittal checklists for those entitlements.

PREPARING APPLICATION MATERIALS

Note: The following descriptions reflect a streamlined version of what is otherwise expected from other entitlements. A site plan for a Design Review that includes additional improvements, for example, will have other requirements as part of its submittal standard. If you are proposing more than just a sign, you are strongly encouraged to review the Complete Dixon Planning Application Submittal Checklist. Please also note that Planning reserves the right to require the full standard submittal for each item outlined in the Complete Dixon Planning Application Submittal Checklist if it will aid in its review.

PLANS – The following items, on more complicated projects, are often best completed by a civil engineer or surveyor, but can be done without if you closely adhere to the following criteria.

1. Site Plan

A Site Plan must be submitted that contains the information listed below. Site plans shall be drawn to a conventional scale. Where this is not possible, a focused site plan may be required. The name, address, and phone number of the plan preparer shall be included on the plans.

A. *Vicinity Map and Directions*

A vicinity map shall be shown on the site plan that clearly shows the subject property and surrounding roads. The vicinity map shall be accompanied by specific directions to the site from a main road

B. *Boundaries*

The site plan must show all existing and proposed lot (property) lines, labeled with property line distances, open space, and the boundaries of existing and proposed easements and rights of way. If the property is split zoned, the zoning boundary must be indicated.

C. *Structures*

The footprints of all existing and proposed structures and buildings on the subject property, including any structures proposed to be removed, must be indicated and drawn to scale. Their use, location, and setbacks to all property lines, as well as other structures, must be indicated.

D. *Lighting*

All exterior lighting (for structures and landscaping), including the location and type of lights, must be shown.

The following types of applications have special requirements, as indicated below.

Sign applications must include the following information:

- The location of all existing and proposed signs.
- Indication of the number, dimensions, cumulative area of all signs, height above grade, sign copy, size and color of lettering, and any proposed lighting. Please note any signs that will be altered or moved and, if available, reference to a specific adopted Sign Program.

PROJECT INFORMATION AND SPECIAL STUDIES AND DOCUMENTS

In addition to a Planning application, the following items are commonly largely completed by architects and landscape architects. Per the complete submittal checklist referenced above, while required, the work does not need to be completed by these individuals.

2. **Project Information**

A written description must be included that describes the key components of the project, including a full description of the proposed use(s) and improvements for the site.

All sheets of all maps and plans must include the following information:

- North arrow. North should be labeled at the top of every site plan, floor plan, grading plan, and landscape plan sheet. A plan north reference should be used in cases where the property or improvements are not easily aligned to a North-South-East-West axis.

- Scale reference. Scales used for floor plans and elevations should not be less than 1/8 inch to 1 foot, preferably it should be 1/4 inch to 1 foot. Scales used should be consistent between different drawings.
- Contact data. Name, address, and phone number of the property owner, applicant, architect, engineer, or surveyor must be provided on the plans.

3. Building (Sign) Elevations

Fully dimensioned elevations of all existing and proposed structures based upon the same datum as the topographic information, must be provided. All exterior lighting must be shown on the plans.

4. Materials, Colors, and Details

One sheet of the plans must include photos of color chips and exterior signage. Colors and/or references to specific material types is expected (e.g. Benjamin Moore's Silver Lining 2119-60 or Silverado Building Materials and Nursery's Thompson Thin Brick). Alternatively, the plans may indicate elevations to match existing colors and materials and provide a photo of what exists. Cut sheets showing the exterior lighting fixtures and other site design elements must be shown on the plans.

(Potential) Additional Required Sheets and Information

5. Public Noticing

Include a list of the current owner of the subject property, as well as all owners within 500 feet of the project site. The list must include the property owners' names, addresses, and Assessor's Parcel Number. Preparation, verification, and submission of the property owners list is your responsibility as the applicant. The list must be certified by a title insurance company as being from the most recent County tax roll. Your application cannot be deemed complete without the mailing list and labels and base map. An additional red line must be drawn at a 500 foot radius from the subject parcel(s). Please be aware that the public noticing requirements can differ based on the entitlement needed (e.g. Conditional Use Permit, Design Review, Variance, etc.). If more than one entitlement is required in the processing of an application, the most stringent noticing is what is required.

6. A current Preliminary Title Report (2 copies)

The preliminary title report must reflect the current status of the property and include all recorded easements, provide proof of ownership, and be issued from a Title Company.

7. Sight Line Study

A sight line study for view and visibility distance shall be prepared and submitted with an application to justify the height of the sign requested. The study shall be prepared to accurately depict the visible scale of the sign from 300, 700, and 1,000 feet from the sign traveling in both easterly and westerly directions on Interstate 80. The sight line study shall be based on a Digital Terrain Model that accurately show the mass of the proposed improvements. A "normal" camera lens (42 to 50 millimeter, corrected for any deviations resulting from digital sensor size) shall be used for the underlying images, and the representations of the proposed development shall be overlain to scale on the images. The sight line study is subject to peer review at the Director's discretion.

The maximum height of the sign shall not exceed eighty-five (85) feet.

8. Demonstrate the Sign Has Been Designed to Meet State and Federal Standards

Sign structures must be in compliance with all applicable State and Federal regulations including, but not limited to, the State Outdoor Advertising Act. Signage, including text or graphics, must be of sufficient size to be easily readable for freeway drivers. Caltrans freeway signage readability standards shall be utilized. Documentation from Caltrans or a qualified expert showing preliminary satisfaction of this shall be provided.

9. Exhibit Showing Next Nearest Multi-tenant Freeway Sign and its Distance from that Sign

Multi-tenant freeway signage shall be no closer than two thousand (2,000) feet from one to another, measured parallel to the freeway. A survey showing that the proposed sign is consistent may be deemed necessary in the event that it cannot be easily confirmed that the sign meets this standard.