What is a sign?

A structure, device, figure, display, message placard, or other contrivance, or any part thereof, situated outdoors or indoors, which is designed, constructed, intended, or used to advertise, or to provide information in the nature of advertising, to direct or attract attention to an object, person, institution, business, product, service, event, or location by any means, including words, letters, figures, designs, symbols, fixtures, colors, illumination, or projected images. This does not include murals, paintings and other works of art that are not intended to advertise or identify any business or product.

Do I need a sign permit?

A sign permit is required for installing or replacing a sign. The business owner is responsible for obtaining a sign permit. If you hire a sign contractor, verify that they obtained a sign permit on your behalf. Failure to do so may result in your being assessed penalty fees.

How long does it take to get a sign permit?

Most sign permits are obtained over the counter within a few minutes of the application submittal.

What factors are considered when the City reviews a sign permit application?

Area, placement, height, number of signs on site, size, design, lighting, and maintenance are taken into account when reviewing a sign permit application.

NOTICE TO APPLICANTS

All sign permit applications are subject to the regulations set forth in the City of Fort Bragg Land Use & Development Code (LUDC) and Fort Bragg Municipal Code, the certified Local Coastal Program, and the Citywide Design Guidelines. Please be advised that, prior to submittal of a complete application and set of plans, staff comments and interpretations should be considered preliminary and subject to change pending full review of a complete application package by all City, County, and State departments/agencies as necessary.

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February 2007

Signs

City of Fort Bragg

Community Development Department

Consult the City of Fort Bragg Land Use & Development Code (LUDC), Section 18.38, and the Citywide Design Guidelines, Chapter 4, for further information about signs.

I. SUBMITTAL REQUIREMENTS

The following information must be included with a sign permit application and fee in order for City staff and, if necessary, the Planning Commission to fully and accurately evaluate the proposal:

A. Plans for the sign, showing dimensions, the proposed location of the sign in relation to other signs on the site and adjacent properties, structures, and uses;

B. A complete color scheme for the sign and design drawing of the sign;

C. Sufficient other details of the proposed sign to show that it complies with the provisions of Chapter 18.38 of the Land Use & Development Code (LUDC);

D. Written permission from the property owner for the placement of the proposed sign(s) on the site;

E. Computation of the total sign area, the area of each individual sign, the height of each sign, and the total number of existing and proposed signs on the site. Other information as required by the Community Development Dept.;

F. An accurate indication on the site plan of the proposed location of each present and future sign of any type, whether requiring a permit or not;

G. If a sign permit application is filed for a site where signs exist, the application shall include a schedule for bringing into conformance within five years of the application date, all signs not conforming with the requirements of LUDC Chapter 18.38 as of the date of the application; and

H. Other information as required by the Department.

II. FINDINGS NEEDED FOR APPROVAL

A. Proposed signs do not exceed the standards of LUDC Sections 18.38.070, Zoning District Sign Standards, and 18.38.380, Standards for Specific Sign Types;

B. Placement of the sign on the site is appropriate for the height and area;

C. Flush or projecting sign relates to the architectural design of the structure;

D. Proposed signs do not unreasonably block the sight lines of existing signs on adjacent properties;

E. Placement and size of the sign will not impair pedestrian or vehicular safety;

F. Design, height, location, and size of the signs are visually complimentary and compatible with the architectural style of the primary structures on the site, prominent natural features on the site, and adjacent properties on the same street; and

G. The proposed signs are in substantial conformance with the design criteria in LUDC Subsection 18.38.060.F (Design criteria for signs).

III. SIZE OF SIGNS ALLOWED

The maximum area of signage allowed will vary in each zoning district by use and type of sign proposed. Check with the Community Development Department or LUDC 18.38.070, Zoning District Sign Standards, for specific information.

IV. BUILDING PERMITS

Sometimes a building permit is required for sign installation. Building permit application forms are available in the Community Development Department at City Hall.

V. PROCESS

Most sign permits are issued over the counter upon submission of a complete application. All decisions of the Community Development Department are final unless appealed to the Planning Commission. In some cases, signs require Design Review approval by the Planning Commission.

Please contact the Community Development Dept. at (707) 961-2823 for applicable fees.