

City of Fort Bragg
Community Development Department
416 North Franklin Street
Fort Bragg, CA 95437
Tel: (707) 961-2827
Fax: (707) 961-2802
<http://city.fortbragg.com>
email: CDD@fortbragg.com



Sign Permit # _____
Date Filed _____
Fee _____
Receipt No. _____
Received by _____
Office Use Only – August 2019

FBMC 17.38 (for properties within the Coastal Zone)

FBMC 18.38 (for properties outside the Coastal Zone)

SIGN PERMIT APPLICATION

Sign permit applications must be submitted with a *drawing of the proposed sign** and a \$30 sign permit fee. Applications are reviewed for compliance with the Fort Bragg Municipal Code (see above FBMC sections) and the Citywide Design Guidelines. The City's sign permit brochure is also a helpful resource. These codes, brochures, and documents can be found on the City's website at <http://city.fortbragg.com>. Please note that some signs also require a building permit.

Applicant Name: _____

Mailing Address: _____

City & State: _____

Phone Number: _____ Email: _____

Business Name & Property Address: _____

Sign Contractor's Name (if applicable) _____

What is the area of the proposed sign in square feet? _____

How will the sign be lighted? _____

What is the length of the building which has frontage on a public street? (Include both building frontage lengths for corner buildings): _____

What is the area of any existing sign(s) on the property? _____

Exactly where on the property or building will the sign be located? _____

Exactly how high will the top and bottom of the sign be from the ground? _____

How will the sign be mounted? () flat against the building, () right angles to the building,
() freestanding, () other _____

***ATTACH AN ACCURATE DRAWING, CLEARLY DESCRIBING THE DIMENSIONS, DESIGN, COLORS, AND CONSTRUCTION MATERIALS OF THE PROPOSED SIGN.**

The information provided in this application is accurate and complete to the best of my knowledge.

Signature: _____ Date: _____

Findings for approval. The approval of a sign permit shall require that the review authority first make all the following findings, as applicable.

- Yes No The proposed signs do not exceed the standards of Sections 18.38.070 (Zoning District Sign Standards) and 18.38.080 (Standards for Specific Sign Types), and are of the minimum size and height necessary to enable pedestrians and motorists to readily identify the facility or site from a sufficient distance to safely and conveniently access the facility or site;

- Yes No That the placement of the sign on the site is appropriate for the height and area of a freestanding or projecting sign;

- Yes No That a flush or projecting sign relates to the architectural design of the structure. Signs that cover windows, or that spill over natural boundaries, and/or cover architectural features shall be discouraged;

- Yes No The proposed signs do not unreasonably block the sight lines of existing signs on adjacent properties;

- Yes No The placement and size of the sign will not impair pedestrian or vehicular safety;

- Yes No The design, height, location, and size of the signs are visually complementary and compatible with the scale, and architectural style of the primary structures on the site, any prominent natural features on the site, and structures and prominent natural features on adjacent properties on the same street; and

- Yes No The proposed signs are in substantial conformance with the design criteria in Subsection 18.38.060.F (Design criteria for signs) and the Signs chapter of the Citywide Design Guidelines.

FOR CITY USE ONLY:

Community Development Department Approval: _____ Date: _____

Planning Commission Action: _____ Date: _____

Conditions of Approval:

1. If required, a building permit shall be obtained prior to erecting the sign on the property. Please contact the Mendocino County Building Department for further information (120 West Fir Street, Fort Bragg, 707-964-5379).