City of Fort Bragg
Community Development Department
416 North Franklin Street
Fort Bragg, CA 95437
Tel: (707) 961-2823
Fax: (707) 961-2802
http//city.fortbragg.com
email: **CDD@fortbragg.com**

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 ***detailed drawing of the proposed sign*** and a $50 Sign Permit Fee. Applications are reviewed for compliance with the Fort Bragg Municipal Code (see above FBMC sections) and the Citywide Design Guidelines. These can be found on the City's website along with the sign permit brochure at http://city.fortbragg.com. 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) _____

Name of Property Owner: _____

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, CONSTRUCTION MATERIALS, AND LOCATION OF THE PROPOSED SIGN.

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

Signature: _____ Date: _____

Property Owner Approval*:

Signature: _____ Date: _____

*Property owner approval may be submitted via email to CDD@fortbragg.com in place of signature.

FOR CITY USE ONLY:

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   All Application materials received.

☐ Yes ☐ No   Sign Permit Fee paid (please attach proof of payment.

☐ 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.

☐ Yes ☐ No   Property Owner approval has been obtained by signature on front page of ths document or via email (please attach email to this application.

Community Development Department Action

Approved:_____Date:_____
Denied: _____Date:_____
      Reason for Denial:_____
_____

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 City of Fort Bragg Community Development for further information.