

## SIGN APPLICATION

### APPLICANT'S GUIDE TO SUBMITTING A SIGN APPLICATION

- 1. Complete attached "Sign Permit Application".
- 2. Submit the completed application via email to building@ci.jackson.ca.us or to the City of Jackson at 33 Broadway, Jackson. Provide drawings showing the following information, to scale, on paper no smaller than 8 1/2" x 11", and no larger than 11" x 17".

### A. SITE PLAN

- Property lines and dimensions (necessary only for free-standing signs or signs projecting at an angle from a building)
- 2. Street locations and names
  3. Building location and
- dimensions
- 4. Location of existing and proposed free-standing and projecting signs, where applicable

### **B. ELEVATION**

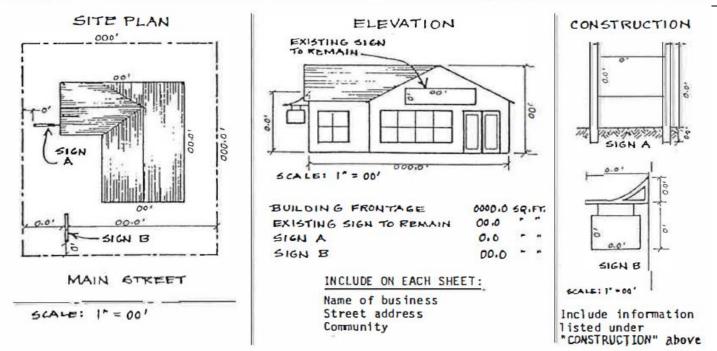
- Building frontage dimensions - A photo will work
- 2. Total square feet of building frontage, including roof and gable area
- 3. Location, dimension and total square footage of existing signs which will remain and of proposed new signs

### **C. CONSTRUCTION**

Information and drawings including materials, the method of attachment to posts or other structures, types of fasteners, anchorage and lighting.

- 3. Filing fee of \$25 is due at the time of application submission.
- 4. Signs that are located in the HISTORIC DISTRICT will go before the City of Jackson Design Review Committee.
- 5. After approval from Planning, construction plans, and application are then to be submitted to the Building Department. When the plans have been structurally approved, a building permit will be issued by the Building Department, with the fee being based upon the valuation of the new sign(s) and inspection fee.

# IF A BUSINESS IS CHANGING THE TYPE, WORDING, OR FACE OF THE SIGN AND THE SIGN SIZE (AREA OF THE TEXT) HAS NOT INCREASED, THEN A PERMIT IS NOT REQUIRED.



## EXAMPLES OF REQUIRED DRAWINGS



### **CITY OF JACKSON**

### SIGN PERMIT APPLICATION

1.	Name of Business:			
2.	Type of Business:			
3.	Street Address:			
4.	Mailing Address:			
5.	Assessor Parcel Number:			
6.	Telephone Number:			-
7.	Business Operator:			
8.	Mailing Address:			
9.	Telephone Number: Office	_Home		
10.	Property Owner;			
11.	Mailing Address:			
12.	Telephone Number: Office	_ Home		
13.	Contractor:	_ License #		
14.	Mailing Address			
15.	Telephone Number: Office	_ Home		
16.	Type of sign:			
	Business  Community Identification  Community Organization		Nameplate Promotional Real Estate Subdivision	
17.	What is the valuation of this sign project? \$			

18. FOR ALL ADVERTISING DISPLAYS LOCATED WITHIN VIEW OF HIGHWAY 88 & 49 IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONTACT CAL-TRANS AT THE FOLLOWING ADDRESS TO DETERMINE STATE PERMIT REQUIREMENTS:

STATE OF CALIFORNIA-DEPARTMENT OF TRANSPORTATION
OUTDOOR ADVERTISING BRANCH
P.O. BOX 942874, MS-36
SACRAMENTO, CA 94274-0001

### (916) 654-6473

19. Signature (s)			Date	
	Property Owner			
			Date	
	Business Operator			
		===Office Use========		
Permit Fee	Rec. #	Cash		_Check
Ownership Verified By:			Date	
Size of Sign(s)				
(square feet)				
Building Frontage		Allowable sign area		
(square feet)				
Area of any existing sig	ns	Unused sign area		
Historic area review, co	mpleted Co	onditions		
Permit issued by:				