



PLANNED SIGN PROGRAMS

A Sign Program is a coordinated plan for signage for a site that may include multiple buildings, structures, and parcels. The purpose of a Sign Program is to coordinate all signs with building and landscaping design to form a unified design or architectural statement or theme. Planned Sign Programs that vary from standards of the Land Use and Development Code require Planning Commission approval. The Planning Commission may allow signs that vary from the sign standards in order to encourage higher quality and creativity in sign design and to address unique site and building design constraints. The intent of a variation is not to reduce standards but to approve alternate standards that are appropriate for a particular development, resulting in an equivalent or superior design quality. A Sign Program is required for nonresidential development that includes multiple buildings, multiple tenant spaces, or multiple lots.

SUBMITTAL REQUIREMENTS

The completed master planning application and application fees shall be submitted at the time the application is filed. Project submittals that do not include the application, fees or submittal checklist items will not be accepted. All full size plans (24"x36") listed below shall be folded no larger than 9" x 12".

Initial Study

The Initial Study form shall be completed and submitted with the application. Depending on the type of environmental review required for the project, separate payment will be required to file a Notice of Exemption or Notice of Determination with the Solano County Clerk. Please include a separate check for \$50.00 check, made payable to Solano County, for the County Clerk processing fee. Additional environmental fees not listed here may be required by the California Department of Fish and Wildlife.

Sign Program

Sign Programs submitted for review shall include the following elements of signage: (1) word document explaining the proposed guidelines for the subject site; (2) number of signs; (3) letter size; (4) sign height; (5) location of signs on a site, structure or building, (6) materials; and (7) sign color. The sign program shall demonstrate compliance with the following findings:

1. All wall signs, except for one per building frontage, are installed at the same height on the building elevation.
2. All wall signs, except for one per building frontage, are the same height (from the bottom to the top of the sign).
3. All wall signs, except for one per building frontage, are the same geometric shape.
4. The faces of all wall signs are the same material.
5. The cabinets of all wall signs are of the same material and color.
6. All wall signs have the same illumination method, such as interior illumination, exterior illumination, or use of neon.
7. All freestanding signs have frames and supports that are the same color as the building's primary color or primary trim color.
8. All freestanding signs have frames and supports that are of the same material or appear to be of the same material as the siding materials of the building.
9. If there is more than one freestanding sign, all freestanding signs shall have the same basic shape.
10. The faces of all freestanding signs are of the same materials as the wall signs.
11. The illumination method of the freestanding signs is the same as the wall signs.

Site Plans

Five (5) copies of an accurately drawn plan (minimum scale 1" = 10') are required. An alternate scale may be approved depending on plan legibility and area of the site. The site plan shall identify all areas to be included within the proposed sign plan.

Exterior Elevations

Five (5) copies of accurately drawn elevations (minimum scale of 1/8" = 1') are required. Plans shall include all exterior elevations with new signage.

Electronic Copies

Digital (PDF/Word) copies of all submittal items shall be included with the application.

Mailing Notice Requirements

A mailing list and adhesive labels of property owners and site occupants within **600 ft.** of the project site shall be submitted with the application. The list shall include the names, addresses and Assessor's Parcel Number of property owners and existing residents/tenant. Verification of accuracy of the list shall be the responsibility of the applicant. The list shall be certified by a title insurance company as being from the most recent County tax roll. The submittal shall include base maps at the same scale used by the Assessor's Office and a copy of the Assessment Roll. On the base map, the subject property shall be outlined in red and noted as the subject parcel(s). An additional red line shall be drawn at a radius specified above.

Posting of On-Site Signage (for items going to Planning Commission and/or City Council)

At least ten (10) calendar days before the scheduled public hearing, the applicant shall post signage at the project, to the satisfaction of the Director, with one or more signs describing the project and advertising the public hearing(s). The sign(s) shall be visible from an adjacent street or other public right-of-way and placed on the site in a location determined by planning staff. Photo documentation shall be sent to the project planner at least ten (10) calendar days before the scheduled public hearing. Failure to do so may result in the postponement of the hearing.