



CITY OF SAN JUAN BAUTISTA

P.O. Box 1420, 311 Second Street
San Juan Bautista, Ca 95045

PLANNING DEPARTMENT

Phone: (831) 623-4661
Fax: (831) 623-4093

APPLICATION REQUIREMENTS FOR THE HISTORIC DISTRICT DESIGN REVIEW PERMIT FOR NEW SIGNS

The Historic District Design Review Permit for New Signs is for those individuals and/or businesses that are proposing a new sign for a business that is located in the Historic District. The purpose of the Permit is to regulate the appearance of signs to ensure that the character of the Historic District is maintained. All signs in the City must comply with the sign requirements described in the City's Zoning Ordinance - Chapter 11.10.

APPLICATION REQUIREMENTS:

- Required processing fee of \$300.
- Planning Application Cover Page
- 15 copies of the building elevations (drawn to scale) noting the location and coverage area of the proposed signs
- 15 copies of detailed drawings (drawn to scale) of all proposed signs. The following information should be included:
 - Sign dimensions (height ,width, and thickness)
 - Style and size of lettering and borders
 - Any artwork included on the sign
 - Colors and Materials
 - Method of Attachment
 - Method of lighting
 - Other features that are unique to the sign



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- Photographs of the building
- Color samples or colored renderings for display at public hearings
- Applicant Agreement to Pay Processing Fees for Land Use Application form¹

Note: All items must be included in the application in order for it to be deemed complete. Failure to include the requested items may result in a delay of the application process.

¹ The City requires this form to be signed by the applicant so that all costs incurred by the City are covered.