



## 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

### DESIGN REVIEW PERMIT FOR NEW SIGNS

The Design Review Permit for New Signs is for those individuals and/or businesses that are proposing a new sign for a business that is in the City. The purpose of the Permit is to regulate the signs to ensure compliance with the sign ordinance. 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 \$75
- Planning Application Cover Page (not required if filed with previous application)
- Liability Insurance (if sign is hanging over public right-of-way). City must be additionally insured.
- 2 copies of the building elevations or site plan noting the location and coverage area of the proposed signs
- 2 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
  - Colors and Material
- Photographs of the building if applicable

**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.

4/21/2015

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