



## Planning Department Application Packet

### SIGN PERMIT

**DESCRIPTION:** A sign permit is required for all signs unless they are listed as exempt or prohibited in the table below. The following packet of information has been prepared to assist you in processing your Sign Permit with Alpine County. Fee requirements, submittal information and review procedures differ depending upon the nature of the sign.



**APPLICATION AND REVIEW PROCESS:** The location and type of sign will determine the level of review required. Application requirements are detailed below:

#### Class A signs

*Over-the Counter Permit* - Complete Section 1. This sign permit undergoes planning staff review and is not available in DH Zone.

1 copy of application material size 8 ½” x 11”

*DH Zone Review* - Complete Sections 1 & 2. Signs within the DH zone (excluding Real Estate) require Design Historic Review Committee approval.

4 copies of application material size 8 ½” x 11”

*Sign Area Bonus Program* - Complete Sections 1, 2, & 3. Applicants on a site with three or more separate businesses or properties may apply for up to an additional 50 percent increase in total sign area through the Sign Area Bonus Program, which undergoes Planning Commission review (*PC Review*).

6 copies of application material size 8 ½” x 11”

#### **DEPOSITS/FEES:**

The fee structure is based on two categories, Class A (typically more temporary) and Class B signs. Deposits/Fees payable are based on the greatest level of review required. The signs are classified as follows:

#### **Class A Signs:**

Real Estate  
Construction  
Special Event  
Portable

#### **Class B Signs:**

Wall  
Freestanding  
Canopy  
Projecting

Class A Sign-No Fee Required

Class A Sign – DH Zone - \$40

Sign Area Bonus Program - \$250 deposit

Class B Sign - \$40

Class B Sign – DH Zone - \$80

**GENERAL PROVISIONS:** Following is a brief list of provisions for sign compliance. See Chapter 18.74 for a complete list of all provisions.

**Illumination** - The illumination of signs shall be designed to eliminate negative impacts on surrounding rights-of-way and properties.

**Maintenance** - Signs shall be properly maintained. Defective or damaged parts shall be replaced.

**Abandoned Signs** - Any sign that no longer advertises or identifies a use conducted on the property must be covered or removed within 1 year of becoming obsolete.

**Measurements -**

**Sign Area** - The area of a sign shall be calculated by enclosing the sign face by no more than four (4) rectangles. (The area of a multiple-sided sign, in which the sides are not separated by more than 36 inches at any point, shall be measured using one sign face only. Supporting framework or bracing that is clearly incidental to the display itself shall not be computed as sign area - Figure 1).

**Sign Height** - The height of a sign shall be measured as the vertical distance from the uppermost point of the sign to the average grade immediately below the sign.

**Street Frontage** - The street frontage shall be measured as the distance for which the lot line of a property adjoins a public street, from one lot line to the furthest distance lot line intersecting the same street. (For multiple-use sites, street frontage shall be calculated separately based on the percentage each separate use occupies - Figure 2).

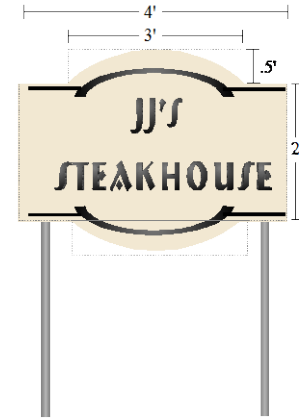
**Building Frontage** - Building frontage shall be calculated as the length of an exterior building wall or structure of a single premise oriented to the public way or other properties that it faces. (For multiple-use buildings, building frontage shall be calculated separately based on the percentage each separate use occupies - Figure 2).

**Window Area** - The window area shall be computed by calculating each windowpane or panel. (Windows shall be calculated separate from the building face).

**Aggregate Area** - Total area for a group of signs, i.e. aggregate area of wall signs

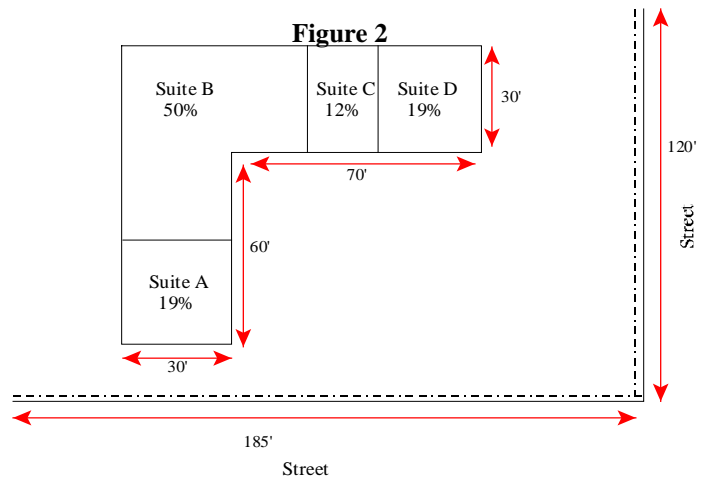
**Maximum Sign Area** - In DH zones, the aggregate area of all signs on a property shall not exceed forty square feet. In all other zones, the aggregate sign area shall not exceed eighty square feet. (The Sign Area Bonus Program is exempt from this provision. Additionally, Exempt Signs shall not be included in the calculation for aggregate area of signs).

**Figure 1**



In this case, sign area is the sum of 3 rectangles.  
 Sign Area = (3' x 5') + (4' x 2') + (3' x 5') = 11 square feet

**Figure 2**



<b>Total Street Frontage = 305'</b>	<b>Total Building Frontage = 190'</b>
Suite A Street Frontage = .19(305) = 58'	Suite A Building Frontage = .19(190) = 36'
Suite B Street Frontage = .50(305) = 153'	Suite B Building Frontage = .50(190) = 95'
Suite C Street Frontage = .12(305) = 37'	Suite C Building Frontage = .12(190) = 23'
Suite D Street Frontage = .19(305) = 58'	Suite D Building Frontage = .19(190) = 36'

**APPEALS:** Decisions made by the Planning Department or Planning Commission may be appealed to the Board of Supervisors in accordance with Section 18.88 of the Alpine County Code.

**ADDITIONAL INFORMATION:** Please contact the Alpine County Planning Department:

Address: 50 Diamond Valley Road  
 Markleeville, CA 96120  
 Phone: 530-694-2140  
 Fax: 530-694-2149  
 Email: zwood@alpinecountyca.gov



**SIGN PERMIT APPLICATION**

Alpine County Planning Department  
 50 Diamond Valley Road  
 Markleeville, CA 96120  
 Tel: (530) 694-2140, Fax: (530) 694-2149

OFFICIAL USE ONLY

Received by \_\_\_\_\_  
 Date \_\_\_\_\_  
 Deposit/Fees paid \_\_\_\_\_  
 Receipt # \_\_\_\_\_  
 Case # \_\_\_\_\_

SECTION 1 (ALL APPLICANTS)			
Applicant		Business/Organization	
Address			
City	State	Zip Code	Phone
Zone <input type="checkbox"/> AG <input type="checkbox"/> AP <input type="checkbox"/> LP <input type="checkbox"/> TP <input type="checkbox"/> PD <input type="checkbox"/> IND <input type="checkbox"/> INS <input type="checkbox"/> RE <input type="checkbox"/> RN <input type="checkbox"/> NC <input type="checkbox"/> C <input type="checkbox"/> DH <input type="checkbox"/> CR <input type="checkbox"/>			
Property Owner		APN(s)	
Address			
City	State	Zip Code	Phone
Property Owner's Signature		Date	

**Sign Details**

Sign Type <input type="checkbox"/> Construction <input type="checkbox"/> Real Estate <input type="checkbox"/> Special Event <input type="checkbox"/> Portable <input type="checkbox"/> Wall Sign <input type="checkbox"/> Misc. Freestanding <input type="checkbox"/> Canopy <input type="checkbox"/> Projecting <input type="checkbox"/> Other (explain)			
Window Area	Sign Dimensions	Maximum Sign Height	Aggregate Sign Area
Illumination	Proposed sign location		
Street Frontage		Building Frontage	
For temporary portable signs, approximate length of time sign will be up			

Photographs Included? (Proposed location, samples of similar signs, etc.) – Not required but strongly encouraged.

I certify that all information contained in this application is, to the best of my knowledge and belief, true and correctly represented.

Signature of Applicant	Date
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## SECTION 2 (DESIGN HISTORIC/MULTI-USE SIGNS ONLY)

Sign Location Sketch (Detailed site plan, including pedestrian building entrances and vehicle access to the site).

Sign design format (include dimensions, materials, colors, quantity, illumination, framework, location on the building, and/or placement of a freestanding sign. A cross section is required to show the manner of construction and installation on the building).

## SECTION 3 (SIGN AREA BONUS PROGRAM ONLY)

Time frame for sign construction

Participants in program

**A. Action taken and permit conditions of approval**

**Denied**

**Approved, subject to conditions checked below:**

Location of sign shall comply with the attached site plan.

Lighting for the sign shall be directed downward to minimize glare impact to motorists and adjacent properties

Staff Planner	Date
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