



## CITY OF RIO VISTA SIGN APPLICATION FORM

In order to maintain the attractiveness of the City's appearance, to protect the public safety, and maintain the visibility of business and commerce, signs are regulated as to design, location, size and illumination. Please note that your sign is subject to staff review and may need to go to the Planning Commission for further review. Please refer to Municipal Code Section 17.56.050 for a schedule of allowable sign uses in each specific zone/district.

Project Name (if applicable): \_\_\_\_\_

Application: \_\_\_\_\_

Assessor's Parcel No: \_\_\_\_\_

Property Address/Location: \_\_\_\_\_

Existing General Plan/Zoning: (as stated in Rio Vista General Plan and Zoning Ordinance. Please contact staff if you are unsure of the correct designations) \_\_\_\_\_

Gross Acres: \_\_\_\_\_

Is the Planning Commission currently reviewing this sign as part of another application?

Yes (If yes, then there is no need to submit a separate sign application)

No

Are you requesting a sign variance?

Yes (Also submit separate Variance Supplemental Application)

No

How long will the sign be displayed?

Temporary (less than 30 days) (If yes, go to the Temporary Sign Permit Form)

Permanent

Description of Proposed Sign: (Please be as detailed as possible. Submit separate attachment if necessary.) If you are requesting a message change to a previously existing sign, please be sure to include both the old message and the new message word for word. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this sign required by a state or federal agency? \_\_\_\_\_



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Is this a community facility sign, community directory sign, public information sign or kiosk, or other sign intended for the public benefit? \_\_\_\_\_

### Contact Information

Property Owner:		Applicant:	
Name:	_____	Name:	_____
Contact:	_____	Contact:	_____
Address:	_____	Address:	_____
City, Zip:	_____	City, Zip:	_____
Phone:	_____	Phone:	_____
Fax:	_____	Fax:	_____
E-mail:	_____	E-mail:	_____

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

(if multiple owners, all must sign) \_\_\_\_\_

\*Note: Application cannot be processed without authorization of property owner or official property manager.

### Please submit:

- A. 3 colored copies of existing site plan and elevations
  - o MUST be drawn to scale (examples: 1/4" = 1' or 1" = 20')
  - o Property lines (lot dimensions)
  - o Outline of existing buildings and other structures on-site and on adjacent properties
  - o Location, dimensions, and details of all existing signs on the building and/or site
    - Other relevant information to include: height, number of sides, how the sign is mounted (freestanding, attached, ground, etc.), for which business or purpose the sign is intended, distance between signs



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- Photos of subject site, including all existing buildings and signs, and properties on either side and across the street (and across rear alley, if applicable)

### B. Proposed sign(s)

- Location, dimensions, and details of all signs proposed
  - Relevant information to include: height, number of sides, how the sign is mounted (freestanding, attached, ground, etc.), for which business or purpose the sign is intended
- Elevations/illustrations of proposed sign(s), with dimensions, materials, colors, letter height, illumination, etc.

### C. Letter of Authorization

D. Additional paper copies and an electronic copy or cd of proposed sign elevations and site plan may be required if the item is referred to the Planning Commission.