



CITY OF CHOWCHILLA
OFF-SITE TEMPORARY SUBDIVISION SIGN APPLICATION
 130 S Second St., Civic Center Plaza, Chowchilla, CA 93610
 Phone: (559) 665-8615 ♦ Fax: (559) 665-2569

GENERAL INFORMATION	Name & Location of Subdivision Project (Address)		Assessor's Parcel Number	Zoning
	Location of Proposed Signage			
	Applicant Name		Business Phone	Home Phone
	Applicant Address		City	State Zip
	Applicant's Representative		Business Phone	Home Phone
	Applicant's Representative Address		City	State Zip
	Property Owner Name* (Signature Required Below)		Business Phone	Home Phone
	Property Owner Address		City	State Zip
<p>*Property Owners Consent – I declare under penalty of perjury that I am the owner of said property or have written authority from property owner to file this application. I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.</p>				
Signature X				
PROJECT INFORMATION	PROPOSED SIGN INFORMATION			
	<input type="checkbox"/> Temporary <input type="checkbox"/> Permanent Number of signs requested _____ Number of signs existing _____			
	Total sq. ft. of proposed sign		Total sq. ft. of existing sign	
	Type <small>(free standing, attached, awning, window, other)</small>	Description		Illuminated?
		Height _____ Length _____ Sq. Ft. _____ Material: Background _____ Letters _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
		Height _____ Length _____ Sq. Ft. _____ Material: Background _____ Letters _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
SUBMITTAL INFORMATION				
<input type="checkbox"/> 3 copies of site plans showing all dimensions, including sign locations, map to include north arrow. Plans must be reduced to either 8 ½" x 14" or 11" x 17" .				
DEPT	BUILDING PERMIT REQUIRED: <input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Approved <input type="checkbox"/> Denied			
	Community Development Dept.- Building/Planning:			Date:
City Administrator/Zoning Administrator:			Date:	

City of Chowchilla

OFF-SITE TEMPORARY SUBDIVISION SIGNAGE

Administrative Review Provisions

1. Zoning Review:
 - a. Applicant shall file an application for Zoning Review to the Community Development Department – Project and Permits Coordinator;
 - b. Processing fee of \$ 350.00 is required at time an application is submitted to the City;
 - c. If sign is approved, the sign may not be erected unless a security deposit in the amount of \$250.00 per sign is paid to the City;
 - d. Application must contain the following information:
 1. Signature of the applicant;
 2. Signature of the legal property owner;
 3. Site Plan to a readable scale;
 4. Dimension of signage;
 5. Structure anchoring of signage;
 6. Copy of sign face.
2. Criteria for Approval:
 - a. Sign shall not create a traffic hazard – as determined by the Chief of Police;
 - b. Sign shall be set-back not less than 8 feet from all property lines and meet the 30 degree corner visibility standard (if applicable);
 - c. The subdivision that is being advertised shall be active and approved by the recordation of a Final Map and City Council Resolution;
 - d. Sign shall be limited to advertise the name of the subdivision tract or slogan, and give simple directions;
 - e. Sign shall not exceed eighty square feet in size and 14 feet in height (total);
 - f. Sign shall not encroach into or over the Caltrans right-of-way for SR 233 (Robertson Boulevard);
 - g. There shall be no more than one sign allowed per 7,000 square feet of parcel area;
 - h. If two or more signs are permitted to be located on the same parcel, a distance of 40 feet must be kept between signs;

- i. Each subdivision shall be permitted a maximum of two temporary off-site subdivision signs within the City limits;
 - j. The sign shall be maintained in good condition or the sign shall be removed. Good conditions is defined as - sign firmly affixed to upright posts, if paper is used it shall not be torn and must be firmly affixed to backing materials. Text of sign shall be readable from a distance not less than fifty (50) feet. Original colors shall not be faded more than 20%.
 - k. The placement of the sign shall not create a visual impediment to any other businesses and/or their existing signage;
 - l. Sign shall not be illuminated;
 - m. The sign permit is limited to a maximum duration of two years, with an additional renewal not to exceed two years allowed by action of the Zoning Administrator. A time longer than 4 years must be approved by the Planning Commission as a Conditional Use Permit.
3. Zoning Hearing Process:
- a. The application has been received and accepted by the Community Development Department in accordance with the provisions specified in section (1);
 - b. The application will be forwarded to all departments heads for review and comment;
 - c. A Zoning Hearing will be scheduled within ten working days of receipt of the application or as soon thereafter as required;
 - d. A notice of the Zoning Hearing will be posted on the property and sent via U.S. Postal Service to all property owners within 150 feet of the parcel;
 - e. The City Administrator shall act as Zoning Administrator and preside over all scheduled meetings.
 - f. The decision of the Zoning Administrator, (approval, approval with conditions in accordance with the criteria specified above and contained in the Zoning Ordinance or denial of the application) shall be issued at the time of the hearing and a letter of approval shall be sent to the applicant by the Administrative Services Department within three (3) working days of the determination:
 1. Any interested person may appeal the decision of the Zoning Administrator to the Planning Commission at the next regularly scheduled meeting if the agenda posting can be accomplished.
 2. Concerned property owners and/or citizens may protest the decision of the Zoning Administrator and file an appeal in accordance with the provisions specified above.

- g. In the event that the decision of the Zoning Administrator is appealed, the applicant shall have 10 days from the date of the decision to file a appeal request with the Zoning Administrator;
- h. In the event that the decision of the Planning Commission is contested, the applicant shall have 10 days from the date of the decision to file a written appeal to the City Council with the Chief Deputy City Clerk.
- i. The decision of the City Council shall be final.