




City of Nevada City

TO: Planning Commissioners

FROM: Cindy Siegfried, City Planner 

DATE: April 8, 2011

RE: Proposed Amended Sign Application

Please find attached a sign application that is required for those wishing a sign within the Historical District or within the "OP" Office and Professional District. The sign application has been modified by staff to obtain more information and to assure the applicants understand the sign standards for the City.

The main addition to the sign application is listed below. The main hope is to ensure the applicants are aware that certain types of signage are not permitted in the downtown district, mainly A-Boards and banners. This information is included in letters of approval, but by having the applicant sign the form, we can remind them should any of these instances occur by sending them a signed copy of their application.

INCLUDED IN FORM:

CODE COMPLIANCE:

APPLICANT UNDERSTANDS AND AGREES TO THE FOLLOWING: (Please check the following boxes to indicate the applicant understands and acknowledges the Historical District Sign Standards. By signing the following, the applicant agrees to adhere to these standards and any deviation will result in code enforcement procedures from the City, which could result in a fine and/or revocation of the sign approval.

- No sign shall contain any flashing, blinking or moving letters. (Municipal Code Section 17.68.080H)
- Sandwich board signs or A-board signs shall not be allowed. (Section 17.68.080J)
- Neon signs designed to be seen from the outside of the building are prohibited. (Section 17.68.080K)
- Signs shall be lighted only at such times as the premises are open for business, and after business hours, all illumination shall be indirect. (Section 17.80.190G)
- Banners and Flags are not permitted to hang from buildings (Municipal Code Section 8.04.020D)

PLANNING COMMISSION ACTION:

Staff is requesting the Commission review the form and provide any comments or edits. No formal action by the Commission is requested.



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PLANNING COMMISSION SIGN CRITERIA FOR SIGNS IN THE HISTORICAL DISTRICT OF NEVADA CITY

The Nevada City Planning Commission strictly adheres to the following criteria when reviewing sign applications inside the Historical District. The Commission will review the signs against the following criteria.

- The lettering style, color and any proposed graphics will be reviewed against the type of signage that occurred in Nevada City during the period of time between 1849 and 1890.
- Graphics are not usually permitted unless they clearly depict the type of business or services offered, i.e., a boot would be appropriate for a shoe repair store, etc. Any logos must be historically correct.
- Sandwich-board signs or A-board signs shall not be allowed. (Section 17.68.080J)
- Neon signs designed to be seen from the outside of the building are prohibited. (Section 17.68.080K)
- All signs must be painted on a wooden background. The Commission will NOT permit any carved, routed or sandblasted signs.
- Signs shall be lighted only at such times as the premises are open for business, and after business hours, all illumination shall be indirect. (Section 17.80.190G)
- Banners and Flags are not permitted to hang from buildings (Municipal Code Section 8.04.020D)
- The Commission notes that not all signs that currently exist in the Historical District meet these criteria. Planning Commission decisions will be guided by the above criteria, not by past approvals or other signs now existing in the Historical District.

The City greatly appreciates your cooperation in protecting and enhancing the integrity of the Nevada City Historical District.



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CHECKLIST FOR SIGN APPLICATIONS WITHIN HISTORICAL DISTRICT or WITHIN OFFICE AND PROFESSIONAL ZONE

This packet contains the filing form and information for submitting a sign application within the Historical District, or within the “OP” Office and Professional Zone. This would apply to a new sign, to any alteration to an existing sign, or the relocation of a sign.

All signs within the Historical District require approval by the Planning Commission. The Commission meets the 2nd and 4th Thursdays of each month, at 6:30 at City Hall. A complete application will be scheduled for the earliest possible Commission meeting for review.

The following information provides standards for signage within Nevada City’s Historical District:

1. **Ordinance 88-08**
2. **Ordinance 338 – Nevada City’s Historical District Ordinance**
3. **Nevada City Design Guidelines**
4. NOTE: The Commission reviews the proposed sign colors and an excellent reference of historical colors is the Benjamin Moore “Historical Color” palette. A copy is available for review at City Hall.

PROCESS: Once a complete application has been submitted, it will be placed on the next available Planning Commission agenda. An application should be submitted at least 10 days prior to a Commission meeting. The applicant or their representative **MUST** be present to discuss the application at this meeting.

Checklist for application submittal: Please include the following items for application submittal:

1. Sign application, signed by owner and tenant. If signed by a representative, include a letter of authorization from the property owner(s). Signed application includes acknowledgement and agreement to abide by the Historical District sign standards.
2. **Filing fee of \$50.**
3. Eight **colored** copies of proposed sign, providing dimensions.
4. One photograph of building, indicating where sign is to be located. (Using a digital camera and printing on 8-1/2” by 11” paper is acceptable.)
5. Depiction of how sign is attached to building, or site plan showing location of sign on property.
6. Specifications of any bracket to be used (material, color)
7. Eight color chips of all colors to be used. If using the Benjamin Moore historical color palette, the color name and number can be used rather than submitting color chips.



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OFFICE USE ONLY	
Filing Fees	
Chk	Cash
Bus. Lic.	

APPLICATION FOR HISTORICAL DISTRICT SIGN

Applicant

Name

Address

City, State

Phone

Owner's name if different from above

Check all that apply:

- Erect a new sign
- Alter an existing sign
- Relocate a sign

Supporting data must be attached for new signs & alterations:

- Colored rendering of proposed sign
- Color chips
- Material specs

Address of property where sign is proposed:

NAME OF BUSINESS

Street Address

Description of sign:

SIZE: Double sided? _____

Proposed location on building:

Materials

Colors (list name and number if taken from Benjamin Moore Historical Palette) List colors for letters, background, graphics, accents, etc.)

Aggregate sign inventory:

How many business entrances are there on the building? _____ How many businesses now occupy the building? _____

CODE COMPLIANCE:

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- () Banners and Flags are not permitted to hang from buildings (Municipal Code Section 8.04.020D)

I am the owner or authorized agent for the subject property.

Signature

Date

FOR STAFF USE

PLANNING COMMISSION MEETING DATE: _____

ACTION: _____

SIGNED APPLICATION REFLECTING COMMISSION ACTION SENT TO APPLICANT ON: _____ (DATE)

BY: _____ CITY PLANNER