



## City of Half Moon Bay

**Community Development Department**  
**501 Main Street Half Moon Bay CA 94019**  
**Phone: 650.726.8270 / Fax: 650.726.8261**

# SIGN PERMIT APPLICATION FORM

**Prior to submittal of sign permit application form, please inquire about a Pre-application Meeting with planning staff. Please call (650) 726-8270 to make an appointment.**

### Property Owner

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone (W) \_\_\_\_\_ (Fax) \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_

### Project Applicant or Applicant's Representative (if different from Owner)

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone (W) \_\_\_\_\_ (Fax) \_\_\_\_\_ Email \_\_\_\_\_

### Sign Maker or Installer

Name \_\_\_\_\_ Phone \_\_\_\_\_

License Number \_\_\_\_\_ Estimate Cost of Work: \_\_\_\_\_

### Subject Property

Address: \_\_\_\_\_

APN: \_\_\_\_\_ Zoning District: \_\_\_\_\_

### Type of Sign Requested (Check where applicable)

- Permanent       Temporary

**HOLD HARMLESS.** The applicant agrees as a condition of approval of this application to indemnify, protect, defend with counsel selected by the City, and hold harmless, the City, and any agency or instrumentality thereof, and its elected and appointed officials, officers, employees and agents, from and against an and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs and expenses of whatever nature, including reasonable attorney's fees and disbursements (collectively, "Claims") arising out of or in any way relating to the processing or approval of this application, any actions taken by the City related to this entitlement, any review by the California Coastal Commission conducted under the California Coastal Act Public Resources Code Section 30000 et seq., or any environmental review conducted under the California Environmental Quality Act, Public Resources Code Section 210000 et seq., for this entitlement and related actions. The indemnification shall include any Claims that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of this application, whether or not there is concurrent, passive or active negligence on the part of the City, and any agency or instrumentality thereof, and its elected and appointed officials, officers, employees and agents. The applicant's duty to defend the City shall not apply in those instances when the applicant has asserted the Claims, although the applicant shall still have a duty to indemnify, protect and hold harmless the City. The applicant understands that there is a possibility of litigation and Coastal Commission enforcement act regarding the current Zoning Code provisions that apply to this application; the City makes no representations or warranties about the outcome of such actions or how they might impact the processing of this application or any permit issued based on this application.

***Government Code Section 65105. Entry on land by planning agency personnel -- In the performance of their functions, planning agency personnel may enter upon any land and make examinations and surveys, provided that the entries, examinations, and surveys do not interfere with the use of the land by those persons lawfully entitled to the possession thereof.*** \_\_\_\_\_ Owner(s)' Initials

**Cost-Based Fee System** (not applicable to flat fee applications): Applicant agrees to pay to the City all incurred costs, both direct and indirect, including State-mandated costs, associated with review and processing of the accompanying application for sign permit approval(s), even if the application is withdrawn or not approved. Reimbursable costs include all staff and overhead costs as established in the City's adopted *Cost Recovery Fee Program of the Master Fee Schedule*. If expenditures exceed 70% of the deposit amount required by the Cost Recovery Fee

Program, additional deposits will be requested. Applicant understands and agrees that nonpayment of deposit requests within the time period specified in the request shall stay the application process until the funds requested are paid. Any unexpended funds will be refunded by the City after completion of application processing. \_\_\_\_\_ Owner(s)' Initials

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

*All applications must be submitted between 8:30AM and 12:30PM Monday through Friday*

## Submittal Requirements for Signs

I. **SIGN PERMIT FEE** – A sign permit fee will be charged at time of application submittal in accordance with the City of Half Moon Bay Master Fee Schedule.

II. **DRAWINGS** – 4 sets of drawings are required for submittals.

### A. SITE PLANS

- Architect's Scale (i.e. 1/8" & 1/4"=1'- 0") or Engineer's Scale (i.e. 1" = 10')
- Property Line boundaries (include street names and street rights-of-way)
- Scale and north arrow
- Location of all existing buildings or structures with the location of the proposed sign, including the proposed dimensions to property lines and/or the back of the sidewalk
- Legend of Calculations (Refer to Signs and Advertising Structure Ordinance to make proper calculations)

### B. ELEVATIONS

1. A full front elevation of the sign
  - All dimensions, including height from finished grade
  - All proposed text as it will appear
  - Materials and colors
  - Proposed mounting (iron brackets, bolted to face of building, etc.)
  - All proposed illumination, including specification sheets of the light fixtures
  - Architect's Scale (i.e. 1/8" & 1/4"=1'- 0") or Engineer's Scale (i.e. 1" = 10')
2. A building elevation(s) drawn to scale, dimensioned and labeled depicting the placement of the proposed signage and existing signage proposed to remain.
  - All dimensions, including height from finished grade
  - Dimension (length) of business frontage
  - Materials and colors
  - All proposed illumination, including specification sheets of the light fixtures
  - Architect's Scale (i.e. 1/8" & 1/4"=1'- 0") or Engineer's Scale (i.e. 1" = 10')

### C. COLORED RENDERING

- A detailed artist's rendering in color depicting the sign or sign structure and its relation to the building it intends to identify
- Sample of materials and colors shall be attached to color rendering

\* *Applicants for signs will be referred to the Building Department for any applicable Building permit requirements. A sign program may be required for a development (shopping center, for example) at Staff's discretion. Sign designs may require review and approval by the Architectural Review Committee (ARC) in addition to Staff approval. If so, the applicant will be sent an agenda indicating the date of the ARC hearing. The applicant must be present at the hearing.*

#### For Staff Use Only

Total Fee Paid: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions: \_\_\_\_\_