



CITY OF SCOTTS VALLEY

One Civic Center Drive
Scotts Valley, CA 95066

Planning Department (831) 440-5630

DR _____
Fee: _____
Rct #: _____
Date: _____
Rcvd: _____

SIGN PERMIT - DESIGN REVIEW APPLICATION



IMPORTANT NOTE: Property Owner's signature is required.

Site Address / Location: _____

Assessor's Parcel No.: _____ Zoning: _____

Applicant's Name: _____ Home phone: _____

Mailing Address: _____ Work phone: _____

City/State/Zip: _____ F A X: _____

Provide the Following Information:

1. Street frontage of the lot (one street only) _____
2. Height and width of front elevation of building _____
3. Sign area:

Sign Type	Existing Square Feet	Proposed Square Feet	Total Square Feet
Wall			
Freestanding			
Roof			

4. Single or double faced sign: _____

5. Sign size: Height _____ Width _____ Thickness _____

6. Materials of sign: _____

APPLICATION PROCESS:

Design Review Sign applications are reviewed by the Planning Department for their completeness and consistency with the City’s Zoning Ordinance. Once determined to be complete, the application is scheduled for the next available Planning Commission meeting. The Planning Commission meets the second and fourth Thursdays of each month following City Council meetings.

Once the application is scheduled, Planning Department staff will notify the applicant the time and location of the Planning Commission meeting. The applicant/owner or authorized representative should attend the meeting and be prepared to answer any questions. The Planning Commission may continue applications for more than one meeting.

After the Planning Commission meeting, Planning Department staff will send the applicant/owner or authorized representative a copy of the recorded minutes of the Planning Commission meeting, including any conditions of approval or a notice of application denial. Within ten (10) working days from the posting of the draft minutes of the meeting, the applicant/owner or authorized representative or any member of the general public may appeal the decision of the Planning Commission on the application. Building permits may be applied for but not issued before the end of this appeal period. Building permits for sign installation must be applied for and approved separately from the Design Review process. Please contact the Building Department for more information about required building permit(s) for your proposed sign(s).

IMPORTANT NOTE: *Installation of the sign must commence within one year of the application approval or the Design Review approval becomes invalid.*

I have read and understand the above process. As owner of the property I consent to the processing of a sign permit on the property noted on the face of this application.

IMPORTANT NOTE: *Signature of property owner (not agent) is required. If property owner is unavailable to sign this application, a letter of authorization from the owner must be attached to this application.*

Signature of Property Owner Date: _____

Printed Name of Property Owner

Signature of Property Owner Date: _____

Printed Name of Property Owner