



City of Ojai
Community Development Department

Project _____
Received _____
Date _____

ADMINISTRATIVE APPROVAL

- Certificate of Compliance Home Occupation Permit Sign Tree Minor Conditional Use Permit
 Final Parcel/Tract Map Minor Variance Other _____

OWNER INFORMATION:

Project Address: _____ PROJECT I.D. # _____

Assessor Parcel Number: _____ Zone: _____

DESCRIPTION: _____

Property Owner: _____

Address: _____

Phone: _____ Cell: _____ e-mail: _____

APPLICANT:

Name: _____

Address: _____

Phone: _____ Cell: _____ e-mail: _____

REPRESENTATIVE:

Name: _____

Address: _____

Phone: _____ Cell: _____ e-mail: _____

AFFIDAVIT:

I declare that I am the owner / representative (indicate one) of the property involved in this application and that the information submitted herein is true and correct. I hereby declare under penalty of perjury that the information contained in this application and all attached materials are correct, true and complete. I further declare I understand that prior to determining the project hearing date; the City has 30 days to deem the application complete or incomplete. I acknowledge and agree that the City of Ojai is relying on the accuracy of this information and my representations in order to process this application and that any permits issued by the City may be rescinded if it is determined that the information and materials submitted are not true and correct. I further acknowledge that I may be liable for any costs associated with rescission of such permits, including but not limited to any litigation costs. I will be notified of the meeting date(s) set for the above matter and that I am to appear, either personally or by my representative, at such meetings(s).

Signature of Property Owner Applicant's signature authorizes City staff to enter the property described above for the purposes of inspection.	Date
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SIGN PERMIT APPLICATION

SIGN STANDARDS:

Prior to completing this application the applicant should review the Sign Standards (Sec. 10-2.1601. through Sec. 10-2.1611.) of the Ojai Municipal Code, adopted November 12, 2017 by the Ojai City Council.

The following items and information must be submitted to obtain a sign permit in the City of Ojai. The Planning Staff may further require information in addition to these items should it be deemed necessary or appropriate under special circumstances.

SIGN PERMIT REQUIREMENTS:

- Completed Application Form signed by property owner or letter-authorizing Representative to sign
- Fee - Sign Permit \$225.00
- Fee - Sign Permit *Banner or Temporary* (banner, temporary, special events) \$112.00
- Fee - Sign Permit *Banner Theatre Art, Fine Art, Music event* \$112.00
- Filing Fee - Sign Permit *Landmark Signs* (Arcade signs and pennants) \$450.00 + \$225.00 per hour
- Filing Fee - *Comprehensive Sign Program* \$450.00 + \$225.00 per hour
- Fee - *Modification to Sign Program* \$450.00 + \$225.00 per hour
- A drawing of the proposed sign or signs, to scale and dimensioned.
- A site plan of the parcel on which the sign will be located showing buildings, parking areas, planters, and other structures, as well as existing signs (to be removed and which will remain) the proposed location of the sign, to scale and dimensioned.
- An elevation drawing of the sign as it will appear on the building or on the site.
- A colored copy of the sign drawing with color chips or materials.
- A photograph of all existing signs to remain on site.
- A letter from the property owner approving the sign design.

APPLICATION FOR:

- New Sign
- Relocating Sign to New Building
- Relocating Sign on Same Building
- Refacing Existing Sign

STANDARDS FOR SPECIFIC TYPES OF SIGN (Sec. 10-2.1607.{a-r})

- | | |
|---|---|
| <input type="checkbox"/> Arcade and Marquee Signs | <input type="checkbox"/> Outdoor Displays |
| <input type="checkbox"/> Awning Signs | <input type="checkbox"/> Painted Wall Signs |
| <input type="checkbox"/> Business Signs | <input type="checkbox"/> Projecting Signs |
| <input type="checkbox"/> Directional Signs | <input type="checkbox"/> Rider Signs |
| <input type="checkbox"/> Freestanding or Monument Signs | <input type="checkbox"/> Roof Signs |
| <input type="checkbox"/> Gasoline Price Signs | <input type="checkbox"/> Temporary Signs |
| <input type="checkbox"/> Multiple Business Center Signs | <input type="checkbox"/> Under Canopy Signs |
| <input type="checkbox"/> Municipal Signs | <input type="checkbox"/> Wall Signs |
| <input type="checkbox"/> Neon Signs | <input type="checkbox"/> Window Signs |
| <input type="checkbox"/> On Building Directory Signs | |

AREA OF SIGNS EXISTING TO REMAIN ON SITE, AND PROPOSED

Circle one

(1 square foot is equal to 144 square inches) #1 _____ X _____ = _____ SF (E) or (P)
#2 _____ X _____ = _____ SF (E) or (P)
#3 _____ X _____ = _____ SF (E) or (P)
#4 _____ X _____ = _____ SF (E) or (P)

TOTAL SIGN AREA ON THE SITE _____ SF

Area of Building Faces or Walls (sec. 10-2.1603(g)) _____ SF

Height of Sign and Overall Height of Sign including support structure: _____

STATEMENT OF THEME:

Describe the Material, Colors, Design, Text, and any additional design elements to be used in the sign:

Is there a rider proposed on any sign? If so, describe:

Is there an approved Comprehensive Sign Plan for the building? _____. If so, does the proposed sign conform to the approved Comprehensive Sign Plan? _____.

Note: Internally illuminated signs are prohibited. See (sec. 10-2.1605(f)) for Prohibited Signs.

The Community Development Director has the authority to grant or deny applications for signs in whole or in part and with conditions which the Director deems appropriate. The Director has the discretion to refer an application to the Planning Commission. However, all signs associated with Historic Landmarks (eg. The Arcade) shall be approved by the Historic Preservation Commission. The applicant will be advised of the meeting date and time.

Applicants will be advised of permit approval by mail.

For staff use only:	APPROVED BY:
Project No.: _____	_____
Zoning: _____	Community Development Director
APN: _____	
Submittal Date: _____	Approval Date: _____