

Sign Zoning Clearance Application

Last Updated Jan 2016



The City of Live Oak Zoning Ordinance 17.28 establishes sign standards that allow signs to promote commerce and further the economic development of the City, while ensuring the protection of the public's safety, welfare and property by ensuring that signs will be safe, well designed, and visually attractive by providing standards for type, size, number, height, location, lighting, and maintenance of signs.

Sign Application Fee:	\$35.00
Special Event Sign:	\$35.00 +\$127.00 deposit

Applicant Information:

Name _____ Address _____
Phone _____ E-mail _____

Property Owner Information (if different from the applicant)

(If applicant is not the property owner a written authorization of the property owner is also required (form is attached))

Name _____ Address _____
Phone _____ E-mail _____

Property Information:

Address/General Location _____
Assessor Parcel No. _____

Request: _____

Submittal Requirements:

Submit to Planning Department

- Application Form and Payment of Application Fee
- Written authorization of the property owner (suggested form attached)
- Site Plan, 2 copies on 8 ½ x 11 paper drawn to scale. Items included on the site plan:
 - ___ Project Title and Applicant's name
 - ___ North Arrow
 - ___ Workable Scale
 - ___ Property lines, with dimensions
 - ___ All existing buildings, and other structures on the property, with distances to the nearest property line, parking, fencing, and landscaping.
 - ___ All existing on-site or adjacent streets, alleys, easements and right-of-ways
 - ___ Proposed Sign locations: For monument signs (freestanding signs) show distance from property line.
 - ___ If project/parcel is adjacent to Live Oak Blvd. identify CALTRANS Right-of-Way

Please see page 2 for Sign Detail Requirements.

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- Building and Wall Signs:
 - ___ 2 Copies of scaled elevations of building walls and the size and location of all existing and proposed signs. Note all existing building elements such as doors, windows and light fixtures.
 - ___ Indicate size,
 - ___ Lettering type, all colors, materials,
 - ___ Type of lighting proposed.

- Monument (Freestanding) Sign:
 - ___ Show all existing and proposed signs within the property as well as property lines and distances from property lines on the site plan (as stated on required site plan on page 1)
 - ___ 2 Copies of sign elevations
 - ___ Indicate size of sign,
 - ___ Lettering type
 - ___ All colors
 - ___ Materials
 - ___ Type of lighting proposed
 - ___ Show the sign base dimensions and height of sign

Within 5 days of submitting the application, staff will review to determine whether additional information is needed to process the sign application.

APPLICANT CERTIFICATION

I hereby certify that this application and all other documents and maps submitted are true and correct to the best of my knowledge and belief. I agree to indemnify and hold harmless for all costs and expenses, including attorney's fees, incurred by City or held to be a liability of the City in connection with City's defense of its actions in any proceeding brought in any State or Federal court challenging the City's actions with respect to the Applicant's project.

Signature _____ **Date** _____

CITY STAFF USE ONLY		
Total Fee:\$ _____	Receipt # _____	Zoning Clearance No. _____
Received by _____	Date _____	
Approved by _____	Date _____	
Staff Comments: _____		

