



# City of South Lake Tahoe

*"making a positive difference now"*

## SIGN APPLICATION

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| <input type="checkbox"/> New Freestanding Sign(s)        | <input type="checkbox"/> New Building Sign(s)                    |
| <input type="checkbox"/> Individual Business             | <input type="checkbox"/> Multi-Business Complex                  |
| <input type="checkbox"/> Replacement of Existing Sign    | <input type="checkbox"/> Partial Reconstruction of Existing Sign |
| <input type="checkbox"/> Locally Unique Sign Designation |  |
| <input type="checkbox"/> Sign Incentive Program          |  |

**Business Name:** \_\_\_\_\_

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

Assessor's Parcel Number: \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ Phone # \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

*The applicant will be considered the primary point for correspondence and contact from the City unless requested in writing.*

**Property Owner Name:** \_\_\_\_\_ Phone # \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

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**FOR STAFF USE ONLY**

**Fees:** Sign Review: \_\_\_\_\_ Locally Unique Designation: \_\_\_\_\_

Date: \_\_\_\_\_ Received by: \_\_\_\_\_

**Zoning:** Plan Area or Community Plan: \_\_\_\_\_

Special Area or District: \_\_\_\_\_

Special Use Permit Required? \_\_\_ Yes \_\_\_ No

Does proposed signage advertise a permissible use? \_\_\_ Yes \_\_\_ No

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**FREESTANDING Signage:**

Total number of freestanding signs: existing \_\_\_\_\_ proposed \_\_\_\_\_

Total sign face area (sq. ft.) of freestanding sign(s): #1 \_\_\_\_\_ #2 \_\_\_\_\_

Type of freestanding sign:  monument base  support posts  other, explain \_\_\_\_\_

Color: Background \_\_\_\_\_ Copy \_\_\_\_\_

Background material:  Wood  Plastic  Vinyl  other, explain \_\_\_\_\_

Copy material:  Wood  Plastic  Vinyl  other, explain \_\_\_\_\_

Lighting:  Indirect (external light)  Diffuse (internal light)  
 Other, explain: \_\_\_\_\_

Landscaping:  Existing  Proposed Landscape Plan is required.

**Formula Inputs:** *If this application is for more than one sign, be sure to include the formula input information for each sign.*

**Sign #1:** Business/Tenant Area (sq. ft.): \_\_\_\_\_ Multi-Business Complex: yes \_\_\_ no \_\_\_

Sign Setback: \_\_\_\_\_ Sign Height: \_\_\_\_\_ Angle of Sign to Street: \_\_\_\_\_

Number of Access Streets: \_\_\_\_\_ Speed Limits on Access Streets: \_\_\_\_\_

**Sign #2:** Business/Tenant Area (sq. ft.): \_\_\_\_\_ Multi-Business Complex: yes \_\_\_ no \_\_\_

Sign Setback: \_\_\_\_\_ Sign Height: \_\_\_\_\_ Angle of Sign to Street: \_\_\_\_\_

Number of Access Streets: \_\_\_\_\_ Speed Limits on Access Streets: \_\_\_\_\_

**Sign #3:** Business/Tenant Area (sq. ft.): \_\_\_\_\_ Multi-Business Complex: yes \_\_\_ no \_\_\_

Sign Setback: \_\_\_\_\_ Sign Height: \_\_\_\_\_ Angle of Sign to Street: \_\_\_\_\_

Number of Access Streets: \_\_\_\_\_ Speed Limits on Access Streets: \_\_\_\_\_

**BUILDING Signage:**

Total number of building signs: existing \_\_\_\_\_ proposed \_\_\_\_\_

Total sign face area (sq. ft.) of building sign(s): #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_

Color: Background \_\_\_\_\_ Copy \_\_\_\_\_

Background material:  Wood  Plastic  Vinyl  other, explain \_\_\_\_\_

Copy material:  Wood  Plastic  Vinyl  other, explain \_\_\_\_\_

Lighting:  Indirect (external light)  Diffuse (internal light)  
 Other, explain: \_\_\_\_\_

**Formula Inputs:** *If this application is for more than one sign, be sure to include the formula input information for each sign.*

**Sign #1:** Business/Tenant Area (sq. ft.): \_\_\_\_\_ Multi-Business Complex: yes \_\_\_ no \_\_\_

Sign Setback: \_\_\_\_\_ Sign Height: \_\_\_\_\_ Angle of Sign to Street: \_\_\_\_\_

Number of Access Streets: \_\_\_\_\_ Speed Limits on Access Streets: \_\_\_\_\_

**Sign #2:** Business/Tenant Area (sq. ft.): \_\_\_\_\_ Multi-Business Complex: yes \_\_\_ no \_\_\_

Sign Setback: \_\_\_\_\_ Sign Height: \_\_\_\_\_ Angle of Sign to Street: \_\_\_\_\_

Number of Access Streets: \_\_\_\_\_ Speed Limits on Access Streets: \_\_\_\_\_

**Sign #3:** Business/Tenant Area (sq. ft.): \_\_\_\_\_ Multi-Business Complex: yes \_\_\_ no \_\_\_

Sign Setback: \_\_\_\_\_ Sign Height: \_\_\_\_\_ Angle of Sign to Street: \_\_\_\_\_

Number of Access Streets: \_\_\_\_\_ Speed Limits on Access Streets: \_\_\_\_\_

**Sign #4:** Business/Tenant Area (sq. ft.): \_\_\_\_\_ Multi-Business Complex: yes \_\_\_ no \_\_\_

Sign Setback: \_\_\_\_\_ Sign Height: \_\_\_\_\_ Angle of Sign to Street: \_\_\_\_\_

Number of Access Streets: \_\_\_\_\_ Speed Limits on Access Streets: \_\_\_\_\_

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**Declaration:** I hereby declare under penalty of perjury that this application and all information submitted as part of this application are true and accurate to the best of my knowledge. I am the owner(s) of the subject property or have been authorized to represent this application as the applicant. I understand that should any information or representation be submitted in connection with this application be incorrect or untrue, the City may rescind any approval or take other appropriate action. *Original signatures are required.*

*Note: Signs reviewed and permitted with this sign application shall not be installed until an approved Sign Permit has been fully acknowledged and executed. Installation of signs without a fully executed permit may be subject to an administrative citation and fine.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **INFORMATION FOR SUBMITTING A COMPLETE SIGN APPLICATION**

Each application shall contain the following information. Some applications may require additional information. Consult with planning staff (542-6020) to determine whether additional materials are required. If any required information is not provided, the application will not be accepted.

- A completed SIGN APPLICATION FORM containing the signatures of property owner (s) and all parties holding a title interest. Application form must have all sign information including formula inputs.
- A RENDERING of proposed sign(s), drawn to scale.
- A freestanding sign requires a SITE PLAN and LANDSCAPE PLAN.
- A building sign requires a building ELEVATION showing location of proposed sign.
- Application FEE.
- A DESCRIPTION of any existing signs on property, including: setback, height, angle to the street and dimensions.
- Other information specific to the proposed signage may be required.

## REVIEW PROCESS

Upon submitting the completed Sign Application, planning staff will inspect the application to see if all the required information is present.

Once application packet is deemed complete, the proposed signage will be reviewed for compliance with South Lake Tahoe City Code Chapter 25, the Sign Ordinance, including:

- a. Review the application, renderings, site plan, landscape plan and building elevations.
- b. Conduct a site inspection if necessary
- c. Run the City Sign Formula Program
- d. Review the Sign Checklist for compliance with the applicable sections of the Sign
- e. Design Standards.
- f. Based on the review for compliance with the Sign Ordinance, staff will issue a sign permit.
- g. Should staff be unable to issue a sign permit, staff will prepare a letter of denial with suggestions for making the sign proposal compliant with the Sign Ordinance .

*The only exceptions allowed are those design standards contained in Article IX of the Sign Ordinance provided the findings in §25-30 can be made.*