



**Development Services Department**  
3101 Center Street, Placerville, California 95667  
(530) 642-5252

## Master Sign Plan Required Information

City Sign Regulations (City Code [Section 10-4-17](#)) require that new signage for a Commercial Center, any site with three (3) or more nonresidential occupants, businesses, or uses, or a site occupying more than one acre in area, shall submit a Master Sign Plan to the Development Services Department. Such plan must be approved by The Planning Commission prior to issuance of any permit for signs.

*Please provide the following items for the City of Placerville to review. Incomplete application packages will not be accepted.*

**1. A COMPLETED APPLICATION FORM:** One copy of a completed, signed [Planning Application](#), including the property owner's signature or letter from the property owner authorizing agent signature. Application form can be obtained from the City website: [www.cityofplacerville.org](http://www.cityofplacerville.org), or from the Planning Division, 2<sup>nd</sup> Floor, City Hall, 3101 Center Street, Placerville.

**2. WRITTEN PROJECT DESCRIPTION – DESIGN INTENT NARRATIVE:** A summary of the project proposal should include such things as the design concept; the relation of existing or proposed buildings, structures, improvements on and off the site to the proposed signs and uses; a statement of the reasons for any requested modifications to the City's Sign Regulations; a discussion of the materials, colors proposed and their relation to existing and proposed buildings, structures and site improvements; a discussion of illumination details, if any, of proposed signs.

Applicants should consider the Site Plan Review Criteria (Zoning Ordinance [Section 10-4-9\(G\)](#)), the Sign Regulations (Zoning Ordinance [Section 10-4-17](#)), and the City of Placerville [Development Guide](#) regarding signage before developing any Master Sign program.

**3. SIGN PLAN:** Ten (10) copies containing the following information shall be submitted on 24" x 36" sheets or smaller. One reduction plan set shall be submitted at 8 ½" x 11", along with an electronic copy of the plan set in PDF.

a. Site Plan: A plan, drawn to scale, delineating the site proposed to be included within the signage program and the locations of all signs, prepared by a licensed professional.

b. Project Information: Provide the following project data on a cover sheet or the site plan:

- Zoning       Assessor Parcel Number       Dimensional Property Lines       Lot/Parcel Area  
 Location of Sign(s)       North Arrow       Scale and Graphic Scale

c. Sign Elevations: The following shall be prepared by a licensed professional.

(1) Drawings, sketches and color samples/renderings indicating the dimensions, sign area and materials used for all proposed signs, sign support structures, and all existing signs.

(2) Drawings and/or sketches indicating the exterior surface details of all buildings on the site on which wall signs, and directory signs, or projecting signs are proposed.

**4. FEES** (See [City of Placerville Fee Schedule](#)) Fee Schedule can be obtained from the City website: [www.cityofplacerville.org](http://www.cityofplacerville.org), or from the Development Services Department.



CITY OF PLACERVILLE
PLANNING APPLICATION

Date:
Zoning: GP:
File No:
Filing Fee (PZ):
Filing Fee (EN):
Receipt No:

REQUEST FOR:

- Annexation
Boundary Line Adjustment
Certificate of Compliance
Conditional Use Permit
Environmental Assessment
Environmental Impact Report
Final Subdivision Map
General Plan Amendment
General Plan Consistency
Historic District Review
Landscape Plan Review
Map Amendment
Merger
Minor Deviation
Planned Development
Preliminary Plan Review
Sign Package Review/ Amendment
Site Plan Review
Temporary Commercial Coach
Temporary Use Permit
Tentative Parcel Map
Tentative Subdivision Map
Variance
Zone Change

DESCRIPTION:

[Empty box for description]

ITEMS ABOVE THIS LINE FOR OFFICE USE ONLY

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City Ordinance #1577 established a Fee & Service Charge System. In some cases, project review will require the services of specialists under contract to do work that City Staff cannot perform. In these cases, the applicant shall pay the direct cost of these services plus fifteen percent (15%) for City Administration.

PROJECT APPLICANT

NAME:
MAILING ADDRESS:
PHONE:
EMAIL:

APPLICANT'S REPRESENTATIVE (if different)

NAME:
MAILING ADDRESS:
PHONE:
EMAIL:

PROPERTY OWNER(S)

NAME:
MAILING ADDRESS:
EMAIL:

PHONE:

SURVEYOR, ENGINEER, ARCHITECT, OR OWNER'S REPRESENTATIVE (if applicable)

NAME: PHONE:
MAILING ADDRESS:
EMAIL:

DESCRIPTION OF PROPERTY (Attach legal deed description) [ ]

STREET ADDRESS:
ASSESSOR'S PARCEL NO.(S):

Above described property was acquired by owner on

Month Day Year

List or attach any Covenants, Conditions or Restrictions (CC&Rs), concerning use and restrictions placed on a property; as well as yard setbacks or other development requirements that were placed on the property by an approved planned development or subdivision. Give date said restrictions expire.

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I hereby certify that the statements and information contained in this application, including the attached drawings and the required findings of fact, are in all respects true and correct. I understand that all property lines must be shown on the drawings and be visible upon site inspection. In the event that the lines and monuments are not shown or their location found to be incorrect, the owner assumes full responsibility.

I understand that pursuant to Government Code §65105, planning agency personnel may enter upon any land and make examinations and surveys as related to my project. These entries, examinations, and surveys shall not interfere with use of the land by those persons lawfully entitled to the possession thereof.

I further understand that if this request is subsequently contested, the burden will be on me to establish: that I produced sufficient factual evidence at the hearing to support this request; that the evidence adequately justifies the granting of the request; that the findings of fact furnished by me are adequate, and further that all structures or improvements are properly located on the ground. Failure in this regard may result in the request being set aside, and structures being built in reliance thereon being required to be removed at my expense.

PROPERTY OWNER agrees to and shall hold the CITY, its officers, agents, employees and representatives harmless from liability for damage or claims for damage for personal injury, including death, and claims for property damage which may arise from the direct or indirect operations of the PROPERTY OWNER or those of his contractor, subcontractor, agent, employee or other person acting on his behalf which relate to this project. PROPERTY OWNER agrees to and shall defend the CITY and its officers, agents, employees and representatives from actions for damages caused or alleged to have been caused by reason of the PROPERTY OWNER'S activities in connection with the project. This hold harmless agreement applies to all damages and claims for damages suffered or alleged to have been suffered by reason of the operations referred to in this paragraph, regardless of whether or not the CITY prepared, supplies or approved plans or specifications or both for the project.

PROPERTY OWNER further agrees to indemnify, hold harmless, pay all costs and provide a defense for CITY in any action challenging the validity of PROPERTY OWNER'S project.

Applicant's Signature	Printed Name of Applicant(s)	Date
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As owner of the property involved in this request, I have read and understood the complete application and its consequences to me as a property owner.

Signature of Property Owner	Printed Name of Property Owner	Date
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Signature of Property Owner	Printed Name of Property Owner	Date
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NOTICE: Section 10-3-9 of the Placerville Municipal Code prohibits the occupancy of a building or a release of utilities prior to the issuance of a Certificate of Occupancy by the Building Division AND the completion of all zoning requirements and conditions imposed by the Planning Commission or City Council UNLESS a satisfactory performance bond or other acceptable security has been posted to insure completion. VIOLATIONS may result in prosecution and/or disconnection of utilities.

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 A Notice of Public Hearing and Staff Report will be prepared for applications requiring public hearing(s). Staff Report will be sent to the Applicant and Owner. Notices and Staff Reports will be sent via email if addresses have been provided; if not, the documents will be sent to the mailing addresses provided on this form. Please list below any alternate or additional recipients, along with their contact information, or any alternate instructions for sending these materials to the Applicant or Owner.