

**CITY OF PIEDMONT**  
**120 VISTA AVENUE**  
**PIEDMONT, CA 94611**  
**TEL: (510) 420-3050**  
**FAX: (510) 658-3167**

RECEIVED BY \_\_\_\_\_  
FEE PAID \_\_\_\_\_  
DATE FILED \_\_\_\_\_  
NUMBER \_\_\_\_\_  
PLANNER \_\_\_\_\_  
(For staff use only)

**Any NON-RESIDENTIAL SIGNS which are not permitted as a matter of right as provided in §17.36.040.C.1 shall require a sign design review permit by the Planning Commission. Non-residential property includes commercial properties as well as churches and private schools. Please complete the following application form and submit an \$870 application fee.**

**Please note that planning application fees are non-refundable.**

**Applicant and Property Owner Information**

Name of Business/Organization _____
Address of Property _____ Zip Code: _____
Name of Applicant _____
Affiliation of Applicant (owner, lessee, purchaser, agent, etc.) _____
Mailing Address of Applicant (if different from above) _____
Telephone # of Applicant _____ Email of Applicant _____
Name(s) of Property Owner(s) _____
Mailing Address of Property Owner(s) (if different from above) _____
Telephone # of Property Owner(s) _____ Email of Property Owner(s) _____

**Design Professional/Property Owner Agent Information**

Name of Design Professional/Agent _____
Mailing Address of Design Professional/Agent _____
Telephone # of Design Professional _____ Email of Design Professional _____
Professional License Number _____ Expiration Date _____
Piedmont Business License Number _____ Expiration Date _____
(required for all design professionals/contractors/engineers/agents)
(Please contact the City Clerk at 510-420-3040 for Piedmont Business License information.)

Detailed Description of Proposed Sign(s) (such as new store name sign to replace existing) \_\_\_\_\_

Estimated cost of construction \$ \_\_\_\_\_

Please indicate what steps you have taken to discuss this project with your neighbors prior to submittal:

Please indicate what steps you have taken to discuss this project with City staff prior to submittal:

**Authorization of Design Review Submittal**

My signature below signifies that I:

- have read the background document and have provided all applicable information per the attached Non-Residential Sign Design Review Permit checklist.
- have reviewed the legal description on my property deed and indicated all recorded easements and deed restrictions on the submitted site plan (*Please provide a description here of the easements and restrictions that were indicated on your property deed*) \_\_\_\_\_
- believe the information provided in this application is accurate to the best of my knowledge.
- am aware that City staff and/or Planning Commissioners will be on my property to view proposed construction. (*Please note any special instructions regarding access to your property such as dogs, gates, alarms, etc.*) \_\_\_\_\_
- understand that if this application is approved, a building permit (issued within one year from the approval date) is required for construction and that no construction may commence prior to the issuance of the building permit. No changes may be made without City approval, and changes may require a new application.
- understand that if there is a third party administrative, legal or equitable action challenging the project approvals, including CEQA issues, that I, the Property Owner, shall defend and indemnify the City against any liability, fees and costs arising out of the defense, including the costs of City's own counsel. If such an action is filed, the Property Owner and City shall then enter into an agreement regarding selection of counsel and other provisions related to the defense. For this purpose, "City" includes the City and its elected and appointed officials, agents, officers and employees.

➤ SIGNATURE(S) OF PROPERTY OWNER(S) \_\_\_\_\_ date \_\_\_\_\_

**Agent Authorization**

This authorization must be signed by the property owner if the applicant is not the property owner. This authorization also permits City staff to contact your agent if necessary.

I authorize \_\_\_\_\_ to act as my agent(s) (architect, contractor, engineer, lessee, etc.) in the processing of all matters pertaining to this application.

➤ SIGNATURE(S) OF PROPERTY OWNER(S) \_\_\_\_\_ date \_\_\_\_\_

APPLICANT'S NON-RESIDENTIAL SIGN DESIGN REVIEW PERMIT FINDINGS

Please describe how the proposed application meets the following design review standards for signs outlined in City Code subsection 17.36.040.C.2.b, as follows:

- i. *Approval of the sign design review permit will not result in more than one sign per applicant for each building façade. (Indicate the number of signs that are proposed on each facade of the building. If more than one sign is proposed, please describe the need for more than one sign.)*

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- ii. *Each sign shall be simple in design. Graphic depictions related to the nonresidential use are appropriate. (Describe what it is about the design of each proposed sign that contributes to its simplicity.)*

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- iii. *Each sign shall be compatible in design, color and scale to the front of the building, adjoining structures and general surroundings. (Describe what it is about each proposed sign that makes it compatible in design, color and scale to the front of the building, adjoining structures and general surroundings.)*

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- iv. *The sign shall be oriented toward the pedestrian and vehicular traffic. (Describe what the proposed sign is oriented toward.)*

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- v. *The sign shall be constructed of sturdy materials. (Describe the construction materials of each proposed sign and their sturdiness.)*

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- vi. *The design of the sign is consistent with the City's General Plan and Piedmont Design Guidelines. (Describe how the proposed sign meets General Plan policies and the City's Design Guidelines. You may want to cite specific policies and guidelines.)*

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## NOTICE INSTRUCTIONS

1. Complete the attached Notice and make one photocopy for each adjacent neighbor.
2. Hand deliver or mail one copy of the Notice to each adjacent neighbor at least 30 days before the initial hearing. Adjacent neighbors often include one neighbor on each side, three across the street, and three in the rear. You may address the notices to "Property Owner", if you do not know the names of your adjacent neighbors.
3. Complete the attached Affidavit of Service and return it along with one copy of the Notice to the Department of Public Works at least 30 days before the hearing. Please note the Affidavit of Service is not required to be notarized.
4. Please call the Department of Public Works at (510) 420-3050, if you have any questions or would like help in determining the addresses or names of your adjacent neighbors.

NOTICE OF AN APPLICATION FOR  
NON-RESIDENTIAL SIGNS DESIGN REVIEW PERMIT

Dear Neighbor:

I/ We have submitted an application for consideration by the Piedmont Planning Commission. I am seeking City approval of an application to (description of project) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The purpose of this form is to notify you of my application. My application will be considered by the Planning Commission on or after (date) \_\_\_\_\_.

This notice will be followed by a notice from the City confirming the date of the hearing and inviting you to comment on the application. The Planning Commission regularly meets at 5:00 p.m. on the second Monday of every month in the Council Chambers at City Hall, 120 Vista Avenue. Please contact the Department of Public Works at 420-3050, if you have any questions regarding my application.

Signed,

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Address of Project

\_\_\_\_\_  
Date

AFFIDAVIT OF SERVICE BY APPLICANT/ AGENT

(To be attached to a copy of the Notice and returned to the Department of Public Works.)

\_\_\_\_\_ being sworn, says that he or she is over 18 years of age  
affiant (applicant/agent) name

and a resident of \_\_\_\_\_  
County, Country

That affiant's **residence address** is \_\_\_\_\_.

That affiant served a copy of the attached notice of an application for Non-Residential Sign design review permit by placing said copy in an envelope addressed to:

which envelope was then sealed and postage fully prepaid thereon, and thereafter was on  
\_\_\_\_\_, deposited in the United States mail or delivered personally by hand.  
date

I declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_ at \_\_\_\_\_, California.  
date address

Signed \_\_\_\_\_  
Affiant's signature

## NON-RESIDENTIAL SIGNS DESIGN REVIEW PERMIT SUBMITTAL CHECKLIST

\_\_\_ Application form signed by property owner(s)

\_\_\_ Fee (cash or check only)

**2 sets of plans** must be submitted with this application for an initial staff review for completeness.

**8 additional sets of plans** must be submitted at least 12 calendar days prior to the Planning Commission meeting if your application is scheduled on the agenda. Please submit 8 copies only after your plans are deemed complete by staff.

**Plans must be folded, no larger than 24"x 36", and to scale.** Unless otherwise determined by staff, plans submitted for NON-RESIDENTIAL SIGN DESIGN REVIEW must include:

Please label all drawings and supporting documents with the property's address.

\_\_\_ **Site Plan** (preferred scale 1/8")

Please indicate the location of all existing structures, hard-surface areas, property lines, and easements. Provide setback dimensions from the walls where the signs are proposed to property lines. Please show all features. Please show a North arrow, label adjacent streets, and call out proposed signs.

\_\_\_ **Existing Elevations or Photographs** (preferred scale 1/4")

Elevations or photographs of all existing building walls, including all existing signs, calling out sign dimensions and materials. Please do not abbreviate architectural terms. Label each elevation as "existing" and indicate the direction of view (i.e. north, south, east, west or front, rear, left side, or right side).

\_\_\_ **Proposed Elevations** (preferred scale 1/4")

North, South, East and West elevations of the walls proposed for new signage and all free standing signs. Sign details shall be provided at a larger scale and shall include all proposed materials, styles, and height dimensions. Please do not abbreviate architectural terms. Label each elevation as "proposed" and indicate the direction of view (i.e. north, south, east, west or front, rear, left side, or right side). Call out all proposed signs, indicating dimensions, materials, colors, application, and whether the sign(s) will be illuminated.

If you believe that any of the above requirements do not pertain to your project, please call the Department of Public Works at (510) 420-3050 and make an appointment to meet with a planner.

**Review by the  
PIEDMONT PLANNING COMMISSION**

**DESIGN REVIEW PERMIT APPLICATION DUE DATES  
AND MEETING DATES FOR 2019**

**APPLICATION DUE DATES:**

Design review permit applications must be submitted to the Planning Department, 120 Vista Avenue, **by 4:30 pm**, 30 days prior to the meeting.

FRIDAY, OCTOBER 12, 2018

FRIDAY, NOVEMBER 9, 2018

FRIDAY, DECEMBER 14, 2018

FRIDAY, JANUARY 11, 2019

FRIDAY, FEBRUARY 8, 2019

FRIDAY, MARCH 8, 2019

FRIDAY, APRIL 12, 2019

FRIDAY, MAY 10, 2019

FRIDAY, JUNE 7, 2019

FRIDAY, JULY 12, 2019

FRIDAY, AUGUST, 9, 2019

FRIDAY, SEPTEMBER 13, 2019

FRIDAY, OCTOBER 11, 2019

FRIDAY, NOVEMBER 8, 2019

FRIDAY, DECEMBER 13, 2019

**MEETING DATES:**

The Planning Commission meets on the **second Monday of each month at 5 pm**, Piedmont City Hall, 120 Vista Avenue, in the Council Chambers.

**TUESDAY**, NOVEMBER 13, 2018

MONDAY, DECEMBER 10, 2018

MONDAY, JANUARY 14, 2019

MONDAY, FEBRUARY 11, 2019

MONDAY, MARCH 11, 2019

MONDAY, APRIL 8, 2019

MONDAY, MAY 13, 2019

MONDAY, JUNE 10, 2019

MONDAY, JULY 8, 2019

MONDAY, AUGUST 12, 2019

MONDAY, SEPTEMBER 9, 2019

MONDAY, OCTOBER 14, 2019

**TUESDAY**, NOVEMBER 12, 2019

MONDAY, DECEMBER 9, 2019

MONDAY, JANUARY 13, 2020