



## Sign Permit – Frequently Asked Questions

### What is a Sign Permit?

Signage within the unincorporated County is required to secure a Sign Permit prior to installation, construction, or alteration. The purpose of a Sign Permit is to ensure proposed signage is consistent with the Zoning District Sign Standards set forth in Section 28.96 of the Solano County Code. The size, location, design, and placement of signage is analyzed for compatibility with the architectural style of development on-site, predominant natural features in the vicinity, and is sufficient in size and height necessary to enable motorists and pedestrians to readily identify and conveniently and safely access the facility or site. Nonresidential projects involving four or more tenants also require consideration of a Master Sign Plan.

### What is the process?

**Pre-Application Consultation.** Potential applicants are encouraged to discuss the development proposal with Planning staff prior to filing. More complex projects may warrant filing a pre-application request to identify key issues early on, prior to filing a formal entitlement application.

**Step 1 – Completeness.** Staff will perform an initial review of your project once a completed Land Use application is filed with the Planning Services Division. Refer to the [Sign Permit Submittal Requirements Checklist](#) for a comprehensive range of information and documents necessary to file a complete application. Within 30 days of filing you will be notified if your application is deemed complete or whether additional information is necessary for evaluation and processing. If an application is deemed incomplete, you will receive a letter detailing the additional information necessary to continue processing.

**Step 2 – Public Hearing.** The Zoning Administrator acts as the hearing authority for Sign Permits. Public notice of the project is mailed out to nearby property owners and anyone requesting notice at least 15 days in advance of the hearing. Prior to the hearing, staff will provide the applicant a report which describes the project, details conditions of approval, and makes a recommendation to the Zoning Administrator.

### What does the Zoning Administrator consider for approval?

Sign proposals should be consistent with the sign regulations contained in Section 28.96 of the Solano County Zoning Regulations. Signage should be visually complimentary to the primary structures on-site as well as any prominent natural features in the immediate vicinity.

### How long does the process take?

A Sign Permit is typically processed within two to three months from the time an application is deemed complete. More complex applications may require increased processing time.

### My Sign Permit is approved. What's next?

Once the Zoning Administrator acts on a Sign Permit, there is a ten (10) day appeal period where any person or party aggrieved or affected by the decision may file an appeal to the Planning Commission. If an appeal is filed, a noticed public hearing before the Planning Commission will occur, typically within 30 to 60 days. Likewise, any decision by the Planning Commission may be appealed to the Board of Supervisors. During an appeal period, no permits can be issued related to the project. Any decision by the Board of Supervisors on an application is final.

### **Is additional permitting required?**

Granting of a Sign Permit does not authorize approval, application, or fees for other potential land development requirements, such as grading, building, encroachment, sewage disposal, or water supply. Development proposals often require a separate building permit. Please contact the Building and Safety Division at (707) 784-6765 to discuss building permit requirements. Before additional permits can be obtained, the permittee may be asked to verify compliance with their Sign Permit conditions of approval.

### **How do I apply for a Sign Permit?**

Reference the [Planning Application Submittal Guide](#) for specific details regarding contact information, office hours, and application filing.

This application packet includes:

- Sign Permit - Submittal Requirements Checklist**
- Land Use - Application**
- Project Description**
- Application Processing Agreement**