



Sign Permit - Submittal Requirements Checklist

This submittal requirements checklist details the documents and information necessary to file a complete Sign Permit application with the Planning Services Division. Potential applicants are encouraged to consult with Planning staff in order to identify all necessary submittal documents prior to application filing. Submittal requirements may vary by project and are dependent upon the specific development proposal, land use, and other factors.

GENERAL REQUIREMENTS – All documents, plans or exhibits must be **clear and legible**.

- Land Use Application** – Completed [Land Use Application](#) signed by all property owners. If the owner or applicant is a corporation, documents identifying the officers of the corporation must also be submitted.
- Project Description** – Completed written [Project Description](#) for the development proposal. The project description should include:
 - Number of existing and proposed signs on-site
 - Sign area (in square feet) of each sign
 - Maximum height of each sign
 - Type of lighting (indirect, internal, none, etc.)
 - Placement or Type (awning, freestanding, projecting, wall mount, window)
 - Color scheme
 - Signage materials (including materials used in framing and support structures)
 - Location on the property
- Assessor’s Parcel Map** – APN map with the subject properties outlined in red. Maps may be obtained via the Solano County Assessor / Recorders office and online at: <http://www.solanocounty.com/depts/ar/viewparcelmaps.asp>
- Development Plans** – Provide one 8.5” x 11” **or** 11” x 17” size set of plans, as well as PDF electronic copies for each of the following: Site Plan and Elevation Drawings as detailed below:
- Site Plan** – A well prepared site plan is an integral part of your development proposal and application submittal. An accurate, dimensioned, and clearly legible site plan is required to facilitate proper review of your project and reduce application processing times. Reference the Planning Services Division [Sample Site Plan](#) for a complete list of information to be included on your site plan. Basic elements of the site plan include:
 - Project name, date prepared, revision noted if necessary
 - North arrow, scale notation, graphic scale bar, and vicinity map
 - All property lines of the entire subject site, indicate size of property
 - Public road frontage or access route from nearest public road, depict right-of-way

Indicate existing and proposed

- Buildings and structures, including square footage, dimensions, and type of use

- Setback distances to property lines and between structures
- Public road frontage or access route from the nearest public road
- Location and nature of all easements
- Driveways and parking spaces
- Septic systems and leach fields
- Onsite water source, supply, and storage facilities
- Landscaping, retaining walls, and fences. Indicate height and type of construction (wood, stone, wrought iron, etc.)
- Development on adjacent parcels within 25 feet of the subject property

Elevation Drawings – Provide elevation drawings for all newly proposed, altered, or existing signs. Elevations should show all sides of the structure and include:

- Project name, date prepared, revision noted if necessary
- Drawn to scale with dimensions
- Identify type, materials, and color of exterior surfaces
- Show all mechanical equipment and exterior light fixtures.
- Label the height of the building or structure (measured from the average of the highest and lowest points of the lot covered by the structure to the topmost point in the roof)

Photographs – Provide representative photos of the subject site and in relation to surrounding areas. Include one printed set as well as PDF electronic copy.

Electronic Copies – Provide electronic copies of all application materials in PDF or JPEG format. Electronic copies may be shared via Microsoft OneDrive or emailed to planning@solanocounty.com.

Application Filing Fees – Application fees are paid to the County of Solano. Please consult the [Planning Services Division Fee Schedule](#) for appropriate application filing fees.

Agreement for Supplemental Application Processing Fees – Completed [Agreement for Supplemental Application Processing Fees](#) signed by all property owners. If the owner or applicant is a corporation, documents identifying the officers of the corporation must also be submitted.