

INSTRUCTIONS FOR FILING A COMMUNITY SIGN APPLICATION

Council Policy 9-3, entitled community identification signs and architectural/gateway monuments (Community Signs), allows private groups and individuals to request the City to consider Community Signs in the public right-of-way if they can demonstrate the ability to raise the funds necessary to construct, install, and maintain them.

The City will evaluate such requests to determine that they conform to all applicable City laws and policies and State traffic guidelines, and would not create traffic, pedestrian and other safety hazards.

PURPOSE: The policy is intended to:

1. Provide guidance as to when and where the installation of Community Signs would be appropriate.
2. Ensure that Community Signs do not:
 - a) Create visual clutter; or
 - b) Create traffic or pedestrian safety hazards; or
 - c) Detract from a citywide sense of community unity, but build on community identity and image.

DESIGN/SITING CRITERIA: Proposals will be reviewed for conformance with the following design/siting criteria:

1. Community Signs may be installed at an entry or other focal point of an established community or business area;
2. Community Signs shall:
 - a) Not create traffic, pedestrian, or other safety hazards.
 - b) Comply with State traffic guidelines.
3. To the extent possible, Community Signs within the public right-of-way should be integrated with traffic calming devices and/or existing street furniture;
4. The size, type, massing, proportions and location of a Community Sign should be compatible with the area in which it is being proposed;
5. Community Signs should serve to enhance the identification of the area in which they are proposed, and contribute to "way-finding" for both pedestrians and motorist.

Note: Prior to construction the applicant will be required to provide a maintenance agreement to the satisfaction to the Director of Public Works. The agreement shall consist of two parts:

1. One-time payment, not to exceed 5% of the projected construction cost of the sign to be deposited into a routine maintenance fund established for Community Signs.
2. A signed commitment or long-term maintenance bond to provide for structural/restorative maintenance in case of physical damage.

APPLICATION PACKAGE: The following are required as part of the Community Sign Permit application package:

1. Location Map with proposed location marked;
2. Pictures of the proposed location and surroundings;
3. Scaled drawing of the proposal in plan and elevation;
4. Rendering of the proposal depicting its contextual relationship to its setting in terms of scale, form, proportions and massing;
5. Project budget, and identification of funds available to complete fabrication/construction and/or installation of proposal.

PROCESSING SCHEDULE:

1. Planning staff reviews the application and refers it to the respective Council Office, Departments of Public Works and Transportation. Staff reviews the application and informs the Applicant if any additional plans, data, exhibit, or additional City permits are required.
2. Environmental Impact is assessed. If the project is exempt or a Negative Declaration is granted, the application is processed to completion. If an Environmental Impact Report is required, the Applicant is informed and the application is deferred until after the EIR is completed.
3. The Director of Planning, Building and Code Enforcement considers the application at a public hearing.
4. The decision of the Director of Planning may be appealed to the City Council.

INSTRUCTIONS FOR FILING A COMMUNITY SIGN APPLICATION

APPLICATION PLAN SET:

1. All sheets shall be of uniform size – 24" x 36" is the maximum sheet size (sheets of larger size shall require prior approval before filing the application).
2. All sheets shall be numbered in proper sequence and numbers located in the lower right hand corner of each page.

All sheets shall be dated and adequate space provided for dates and nature of all revisions.

Sheet No. 1 – "Site Plan" drawn to scale to include:

- a) Location map
- b) Dimensions of travel and turn lanes, and direction of traffic flow

- c) Dimensions of existing off-street parking, loading, and circulation areas
- d) Location of nearby existing street furniture and freestanding/monument signage
- e) Location and dimension of area to be occupied by Community Sign

Sheet No. 2 – "Elevations, sections and rendering" drawn to scale to include:

- a) Dimensions of proposed sign in relation to existing street furniture and typical traffic
- b) Indicate proposed materials of construction and finishes
- c) Three dimensional drawing to show massing, proportion and scale of proposal



CITY OF SAN JOSE

Planning, Building and Code Enforcement
 200 East Santa Clara Street
 San José, CA 95113-1905
 tel (408) 535-3555 fax (408) 292-6055
 Website: www.sanjoseca.gov/planning

COMMUNITY SIGN APPLICATION

TO BE COMPLETED BY PLANNING STAFF	
FILE NUMBER CIS	RECEIPT # _____ DATE _____
LOCATION	AMOUNT _____ BY _____

TO BE COMPLETED BY APPLICANT (PLEASE PRINT OR TYPE)	
LOCATION	
NAME OF APPLICANT	DAYTIME TELEPHONE ()
NAME OF CONTACT PERSON	FAX # ()
ADDRESS	CITY STATE ZIP CODE
SIGNATURE	DATE
<i>*wet/original signature required. Digital or scanned copy of the signature will NOT be accepted.</i>	

In addition to the completed application, the following items are required			
<input type="checkbox"/> FILING FEE, PUBLIC NOTICING FEE AND APPROPRIATE ENVIRONMENTAL FEE (See fee schedule).			
<input type="checkbox"/> PHOTOGRAPHS of proposed location of Community Sign.			
<input type="checkbox"/> FIVE (5) COPIES of 24" x 36" sized development plan sets. (see instruction page for more information)			
<input type="checkbox"/> COUNCIL	<input type="checkbox"/> DOT	<input type="checkbox"/> DPW	<input type="checkbox"/> OTHER

THIS APPLICATION IS ACCEPTED BY APPOINTMENT ONLY. TO ARRANGE AN APPOINTMENT, PLEASE VISIT THE PLANNING DIVISION'S WEBSITE: <http://www.sanjoseca.gov/index.aspx?nid=3839>. FOR ASSISTANCE, CALL (408)535-3555.