



# Town of Moraga

PLANNING DEPARTMENT  
329 Rheem Boulevard  
MORAGA, CA 94556  
(925) 888-7040 Fax: (925) 376-5203  
[www.moraga.ca.us](http://www.moraga.ca.us)  
[planning@moraga.ca.us](mailto:planning@moraga.ca.us)

For Staff Use Only

File : \_\_\_\_\_

Deposit: \_\_\_\_\_

## SIGN PERMIT APPLICATION

ADDRESS OF PROJECT SITE: \_\_\_\_\_

ZONING: \_\_\_\_\_ APN: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPLICANT INFORMATION	OWNER INFORMATION
-----------------------	-------------------

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ARCHITECT / DESIGNER	OTHER PROJECT PROPONENT
----------------------	-------------------------

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**APPLICANT / OWNER AUTHORIZATION**

CHOOSE ONE:

- I am the property owner and hereby authorize the filing of this application.
- I am the applicant and am authorized by the owner to file this application.

By signing below the applicant acknowledges the Town of Moraga deposit account system and agrees to pay any additional charges that may be incurred beyond the initial deposit.

SIGNATURE & DATE: \_\_\_\_\_

**APPLICATION REVIEW PROCESS**

1. Cost: Applications for Design Review Board, Planning Commission or Town Council approval require a deposit of **\$1,500.<sup>00</sup>**.
2. Time Limits: Within 30 days after submittal, planning staff will make a determination as to whether the application is complete or incomplete, in accordance with the Permit Streamlining Act. A design review application must be approved or disapproved no more than 60 days after the application was determined complete unless both the applicant and the Town agree to a one-time 90-day extension.
3. Notifying Property Owners in the Vicinity of the Project Site: After the application has been deemed complete, a notice with a description of the project shall be mailed to property owners within 300 feet of the project site. The notice provides for a 10-day public comment period.
4. Review Procedures: The reviewing body shall review the plans in accordance with Moraga Municipal Code Section 8.88. Signs requiring review by the Design Review Board shall also be reviewed in accordance with Section 8.72 and 8.132, as applicable.

# Indemnification/Reimbursement Agreement

---

Project Address and description of project ("Project")

As part of the application for the Project, the applicant and/or property owner (collectively "Applicant") agree to defend, indemnify, and hold harmless the Town of Moraga, its agents, officers, council members, employees, boards and commissions from any and all claims, actions or proceedings (collectively "Claims") brought against any of the foregoing individuals or entities, seeking to attack, set aside, void or annul any approval of the application or related decision, or the processing or adoption of any environmental documents or negative declarations which relate to the approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the Town of Moraga, its agents, officers, council members, employees, boards, commissions. If for any reason any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

The Town of Moraga may, but is not obligated to, defend such Claims as the Town of Moraga, in its sole discretion, determines appropriate, all at Applicant's sole cost and expense. This indemnification shall include, but not be limited to, damages, fees and/or costs awarded against the Town of Moraga, if any, and costs of suit, attorney's fees and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by the Applicant, Town of Moraga, and/or parties initiating or bringing such proceeding. If the Applicant is required to defend the Town of Moraga as set forth above, the Town of Moraga shall retain the right to select the counsel who shall defend the Town of Moraga. Per Government Code Section 66474.9, the Town of Moraga shall promptly notify Applicant of any proceeding and shall cooperate fully in the defense. The Financially Responsible Party acknowledges and agrees that additional deposits may be required while the application is processed, in such amounts and at such times as the Town deems necessary to cover the Town's incurred and projected processing costs including but not limited to environmental studies. Deposit accounts are required to maintain a minimum balance of 20% of the original deposit amount at all times. If your account drops below that threshold, you will be asked to remit the balance due plus the 20% maintenance balance. Failure to maintain your account in this standing will result in a hold placed on the account and work will stop on all project processing until the necessary payment has been remitted. The payment and acceptance of requested deposits does not constitute an approval of permits, entitlements, or authorizations to begin work.

The Financially Responsible Party agrees to be jointly and severally liable with the Property Owner for payment of all fees referenced above. The sale or other disposition of the property does not relieve the Financially Responsible Party of their obligation to maintain a positive balance in the deposit account unless the Town grants prior approval. The Financially Responsible Party agrees to notify the Town in writing prior to any change in ownership or status of any option agreements. The Financially Responsible Party is required to submit a written request for withdrawal of the application or written assumption of the obligations under this agreement signed by the new owner or his/her authorized agent.

Withdrawal or denial of an application does not relieve the Financially Responsible Party of its obligation to pay for costs incurred in connection with this application. The Financially Responsible Party shall be liable for and will pay all costs incurred for the project, up through the date of the written request for application withdrawal or date of approval or denial, whether or not such work is complete and whether or not the costs have previously been billed. Any funds remaining in the account after all associated processing activities have been completed shall be returned to the Financially Responsible Party. I have read and agree with all of the above.

---

Applicant (please print name)

---

Applicant signature

---

Date

---

Property owner name (if different from the applicant)

---

Property owner signature (if different from the applicant)

---

Date

## SUBMITTAL REQUIREMENTS

Carefully review the submittal requirements listed below. Please be advised that an incomplete application may be returned to the applicant with no action taken. Some specific types of information may not apply to your particular project and some items may only be required in certain circumstances.

- ☐ 1. Complete application form and the appropriate fee.
- ☐ 2. A written statement including the following applicable situations:
  - A. Describe any specific design characteristics of the proposed signs, such as colors or corporate logo, which are important and cannot be changed without altering a registered service trademark.
  - B. Describe any constraints to the placement or visibility of signs that the applicant would like the reviewing body to consider during their review.
  - C. If the applicant is requesting a modification to an approved Master Sign Program or an exception to the Design Guidelines, then the context of the amendment or basis for the exception should be clearly stated.
- ☐ 3. Two (2) copies of the complete set of plans, and an electronic copy of the plans in PDF format shall be submitted at the time of application. Up to 12 additional sets of plans may be required to be submitted prior to public hearing.
- ☐ 4. Title Block on Plans:
  - A. Project name, address and assessor parcel number of the property.
  - B. Date(s) the plans were prepared and/or revised.
  - C. Name and telephone number of the applicant.
  - D. Name and telephone number of the person preparing the plans.
- ☐ 5. Site Plan. Plans must include the following:
  - ☐ A. Scale should be one inch equals 20 feet or larger, with a north arrow and dimensions of the property. The plan should be oriented so north points to the top of the sheet.
  - ☐ B. Location and name of adjacent streets.
  - ☐ C. Location of buildings on the property.
  - ☐ D. Identify each proposed sign with letters or numbers (Sign-A, Sign-B, etc.) so that the location of the signs can be easily referred to in written statements and cross-referenced with the elevation and detail drawings.
  - ☐ E. Location of any existing free-standing signs in the shopping center or office complex.
  - ☐ F. Location of other improvements on the lot such as paved parking areas and planting islands. Show location of the driveways and pedestrian walkways between the site and the public street(s).
  - ☐ G. If any parking will be removed to accommodate the new signs, show the dimensions and quantity of existing and proposed off-street parking spaces.
  - ☐ H. Show the location of any easements on the property, and the sight distance triangles at street corners with dotted lines. The applicant is responsible to comply with any restrictions on construction within any easement area.
  - ☐ I. Show existing trees, or other natural attributes that may have an impact on the location of signs on the property. If any trees would be removed to accommodate the sign(s), these shall be identified on the plan.
  - ☐ J. Location of exterior lighting for signs.
  - ☐ K. Show the location of fences and existing structures on adjacent properties, if the location of these structures has a bearing on the proposed location of signs.
  - ☐ L. Plans for hillside properties (slope greater than 20%) shall show existing topography with the contour interval labeled and not greater than two (2) feet.
- ☐ 6. For Building-Mounted Signs - Elevations of Buildings with the proposed signs shown on the elevations.

- 
- ☐ A. The proposed signs shall be shown on the building elevations at a scale of 1/8 inch equals 1 foot, or larger. A larger scale is recommended for smaller buildings.
  - ☐ B. Each sign shall be identified with a letter or number (Sign-A, Sign-B, etc.) corresponding to the site plan drawing.
  - ☐ C. Include dimensions showing the overall height of the building and the height of signs above the ground.
  - ☐ D. Show the total wall area of each side of the building where signs are proposed. NOTE: The sign area on each wall cannot exceed 10% of wall area.
- ☐ 7. Freestanding Sign Plans (NOTE: Site must have 165 feet of frontage)
- ☐ A. Drawings of the sign at 1/2 inch equals 1 foot, with dimensions showing overall height and width of sign. Also show the height of the foundation or base of the sign. Total area of the sign cannot exceed 35 square feet and sign cannot exceed 12 feet in height.
  - ☐ B. Landscape plans for the island or landscape area around the base of the sign.
  - ☐ C. If the sign is on a hillside, show the topography with a 1-foot contour interval.
  - ☐ D. NOTE: Foundation details and calculations will be necessary for Building Department approval.
- ☐ 8. Details of Signs
- ☐ A. Detail drawings of signs shall be at a scale of 1/2 inch equals 1 foot or larger, with the dimensions showing the overall height and width of the sign and the maximum height of the letters on the sign.
  - ☐ B. Colors and materials shall be noted on the elevations. Samples of the materials shall be provided on a color palette (see 10 below).
  - ☐ C. Details for either interior or indirect lighting of the signs, if applicable. Include specifications for the lighting. The intensity of lighted signs shall not exceed 5 foot candles of illumination measured at 10 feet from the sign.
- ☐ 9. Color and Materials Palette
- ☐ A. Color chips for signs, including samples of plastic, if applicable, and color of frames or cabinets around signs shall be mounted to a rigid board not exceeding 8 inches wide and 14 inches long.
  - ☐ B. For unusual colors or complex color schemes with three or more colors – submit one colored rendering.
- ☐ 10. Photographs and Renderings
- A. For existing buildings – Submit one or more color photographs of the building.
  - B. For sites that are visible from the Town's scenic corridors, a photomontage may be required at the discretion of the Design Review Board, showing an accurate rendering of the building and signs as they will appear from the scenic corridor roadway.
- ☐ 11. If landscaping is required, the submittal shall include the following:
- ☐ A. A planting plan, irrigation system plan, plant size and specification list and details for staking of the plants and irrigation specifications.
  - ☐ B. The landscape plans shall be certified by a registered landscape architect as to professional adequacy.
  - ☐ C. A maintenance contract must be executed between the owner and a licensed landscape contractor to extend a minimum of eighteen (18) months after installation of the landscaping and a copy of the maintenance contract shall be filed with the Town prior to release of the building permit for the sign.