



# TOWN OF MORAGA

## PLANNING DEPARTMENT SIGN PERMIT SUPPLEMENTAL APPLICATION

*For Staff Use Only*

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

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

### Sign Permit Guidelines

Sign permits ensure that signs are safe, attractive, and comply with regulations. They are required for all temporary and permanent signs. The Town of Moraga reviews the size, height, design, materials, construction, and illumination of signs within the city. The goal is to eliminate visual clutter and traffic hazards while creating a more attractive and healthy economic business climate.

### Levels of Sign Permits – Application Fee/Deposits – Please Select the Following

- ☐ **Sign (Design Review Administrator or Zoning Administrator)**  
Sign Permits reviewed by the Design Review Administrator or Zoning Administrator.
- ☐ **Sign (Design Review Board or Town Council)**  
Sign Permits reviewed by Design Review Board or Town Council.
- ☐ **Sign (With Approved Master Sign Program)**  
Sign Permits that are with an Approved Master Sign Program.

Please see the Town of Moraga [Master Fee Schedule](#) for appropriate fee/deposit and note the following:

- All credit card transactions will incur a 4% processing fee.
- No application will be deemed to be submitted, nor shall the application be reviewed or acted on by the Town, until such fee is received.
- Deposit based projects: The Advanced Planning Surcharge is collected from the deposit.
- Projects within the Moraga center and Rheem Park Specific Plan Areas may be subject to review under the Objective Design Standards adopted for those areas, check with Planning staff to determine the appropriate review level.

### Application Review Process

1. Cost: Applications require a deposit or flat fee varying on the project type.
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.

## **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:**

- ☐ 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.
- ☐ Describe any constraints to the placement or visibility of signs that the applicant would like the reviewing body to consider during their review.
- ☐ 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:**

- ☐ Project name, address and assessor parcel number of the property.
- ☐ Date(s) the plans were prepared and/or revised.
- ☐ Name and telephone number of the applicant.
- ☐ Name and telephone number of the person preparing the plans.

**5. Site Plan. Plans must include the following:**

- ☐ 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.
- ☐ Location and name of adjacent streets.
- ☐ Location of buildings on the property.
- ☐ 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.
- ☐ Location of any existing free-standing signs in the shopping center or office complex.
- ☐ 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).
- ☐ If any parking will be removed to accommodate the new signs, show the dimensions and quantity of existing and proposed off-street parking spaces.
- ☐ 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.
- ☐ 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.

- ☐ Location of exterior lighting for signs.
- ☐ 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.
- ☐ 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.**

- ☐ 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.
- ☐ Each sign shall be identified with a letter or number (Sign-A, Sign-B, etc.) corresponding to the site plan drawing.
- ☐ Include dimensions showing the overall height of the building and the height of signs above the ground.
- ☐ Show the total wall area of each side of the building where signs are proposed. NOTE: The sign area on each wall cannot extend 10% of wall area.

**7. Freestanding Sign Plans (NOTE: Site must have 165 feet of frontage)**

- ☐ Drawings of the sign at 1/2 inch equals 1 foot, with dimensions showing overall height and width of sign. Also show the height.
- ☐ Landscape plans for the island or landscape area around the base of the sign.
- ☐ If the sign is on a hillside, show the topography with a 1-foot contour interval.
- ☐ NOTE: Foundation details and calculations will be necessary for Building Department approval.

**8. Details of Signs**

- ☐ 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.
- ☐ Colors and materials shall be noted on the elevations. Samples of the materials shall be provided on a color palette (see #10 below).
- ☐ 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 signs.

**9. Color and Materials Palette**

- ☐ 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.
- ☐ For unusual colors or complex color schemes with three or more colors – submit one colored rendering

**10. Photographs and Renderings**

- ☐ For existing buildings – Submit one or more color photographs of the building.
- ☐ 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 planting plan, irrigation system plan, plant size and specification list and details for staking of the plants and irrigation specifications
- ☐ The landscape plans shall be certified by a registered landscape architect as to professional adequacy
- ☐ 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.