



# CITY OF NEVADA CITY

317 Broad Street • Nevada City, California 95959 • (530) 265-2496

## CHECKLIST FOR SIGN APPLICATIONS WITHIN HISTORICAL DISTRICT or WITHIN OFFICE AND PROFESSIONAL ZONE

This packet contains the filing form and information for submitting a sign application within the Historical District, or within the “OP” Office and Professional Zone. (New Sign, alteration to existing sign or Relocation of Sign).

**IMPORTANT: All signs shall receive approval PRIOR TO INSTALLATION.**

All signs within the Historical District require approval by the Planning Commission. **The Commission meets the 3<sup>rd</sup> Thursday of each month, at 1:30 p.m. at City Hall.** A complete application will be scheduled for the earliest possible Commission meeting for review.

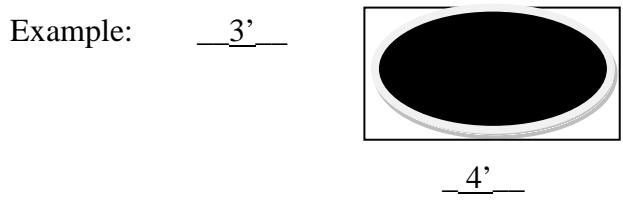
Attached are the recently adopted Nevada City Design Guidelines relative to signage in the Historical District and the Office and Professional District. If they are not attached, please contact City staff for a copy or visit the City’s website at [nevadacityca.gov](http://nevadacityca.gov) (Planning Department page).

**NOTE:** The Commission reviews the proposed sign colors and an excellent reference of historical colors is the Benjamin Moore “Historical Color” palette. A copy is available for review at City Hall.

**PROCESS:** Once a complete application has been submitted, it will be placed on the next available Planning Commission agenda. An application should be submitted at least 10 days prior to a Commission meeting. The applicant or their representative **MUST** be present to discuss the application at this meeting.

**Checklist** for application submittal: Please include the following items for application submittal:

- ( ) 1. Sign application, signed by **owner** and tenant. If signed by a representative, include a letter of authorization from the property owner(s). Signed application includes acknowledgement and agreement to abide by the Historical District sign standards.
- ( ) 2. **Filing fee of \$100.**
- ( ) 3. **Eight colored copies of proposed sign, providing dimensions.** If sign is irregular in shape, **provide sketch** of sign indicating the area of the smallest rectangle which can wholly contain the sign and provide the dimensions (pursuant to Section 17.68.080(G) of sign regulations).



Equals Total Square Footage:  24 sf   
(Note: If double sided, both sides count toward total square footage)

- ( ) 4. **One** photograph of building, indicating where sign is to be located. (Using a digital camera and printing on 8-1/2” by 11” paper is acceptable.)
- ( ) 5. Depiction of how sign is attached to building, or site plan showing location of sign on property.
- ( ) 6. Specifications of any bracket to be used (material, color)
- ( ) 7. **Eight** color chips of all colors to be used. If using the Benjamin Moore historical color palette, the color name and number can be used rather than submitting color chips.



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OFFICE USE ONLY	
Filing Fees	
Chk	Cash
Bus. Lic.	

### APPLICATION FOR HISTORICAL DISTRICT SIGN

**Applicant**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Owner's name if different from above

**Check all that apply:**

- Erect a new sign
- Alter an existing sign
- Relocate a sign

**Supporting data must be attached for new signs & alterations:**

- Colored rendering of proposed sign
- Color chips
- Material specs

**Address** of property where sign is proposed: \_\_\_\_\_

**NAME OF BUSINESS** \_\_\_\_\_

**SIZE: DIMENSIONS OF SIGN:** \_\_\_\_\_ **Total Square Footage:** \_\_\_\_\_  
Double Sided? (Yes) (No) (Both sides are counted)

If irregular in shape, providing sketch indicating the area of the smallest rectangle which can wholly contain the sign and provide dimensions. See example provided on Sign Application Checklist.

**LOCATION** Please indicate proposed location on building: (Also provide photograph indicating location)

**Materials of sign** \_\_\_\_\_

**Colors** (list name and number if taken from Benjamin Moore Historical Palette) List colors for letters, background, graphics, accents, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Lettering Style, Name:** \_\_\_\_\_

Provide description of chosen lettering style and how it complies with the Mother Lode Era style of architecture \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many business entrances are there on the building? \_\_\_\_\_ How many businesses now occupy the building? \_\_\_\_\_

**CODE COMPLIANCE:**

**APPLICANT UNDERSTANDS AND AGREES TO THE FOLLOWING:** (Please check the following boxes to indicate the applicant understands and acknowledges the Historical District Sign Standards) By signing the following, the applicant agrees to adhere to these standards and any deviation will result in code enforcement procedures from the City, which could result in a fine and/or revocation of the sign approval.

- ( ) No sign shall contain any flashing, blinking or moving letters. (Municipal Code Section 17.68.080H)
- ( ) Sandwich board signs or A-board signs shall not be allowed. (Section 17.68.080J)
- ( ) Neon signs designed to be seen from the outside of the building are prohibited. (Section 17.68.080K)
- ( ) Signs shall be lighted only at such times as the premises are open for business, and after business hours, all illumination shall be indirect. (Section 17.80.190G)
- ( ) Banners and Flags are not permitted to hang from buildings (Municipal Code Section 8.04.020D)

I am the owner or authorized agent for the subject property.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date