

APPLICATION FOR UNIFORM SIGN PROGRAM

Each integrated development with multiple tenants in the City of Folsom is required to have a Uniform Signage Program (USP) to establish standards for consistency of sign type, number, location, logo and/or letter height, lines of copy, illumination, and color and material of signs within that development.

Submittal Requirements:

The applicant shall submit a PDF Copy of the proposed Uniform Sign Program to the Planning Division (PlanningEPC@folsom.ca.us), along with this completed application form and a non-refundable \$287.00 application fee. The Uniform Signage Program shall include the process for sign review by the landlord and incorporate the City's requirements for obtaining a sign permit, and shall also include sign criteria for building-attached and freestanding signs for tenants, anchors, freestanding buildings, as well as the integrated development itself. The Uniform Signage shall be consistent with the standards set forth in the Folsom Municipal Code Chapter 17.59, Signs.

Please complete All Applicable Information Below:

Applicant:		Contact:
Applicant's Address:		
Phone:	Email:	
Property Owner Signature/Authorization:		
Name of Integrated Development:		
Site Address:		
Application Fee: \$287.00	Receipt #:	
Planning Division Approval:		Date:

Findings:

1. The Uniform Sign Program is consistent with the City's currently adopted sign regulations (Folsom Municipal Code Section 17.59, Signs)
2. The Uniform Sign Program establishes standards for consistency of sign type, number, location, logo and/or letter height, illumination, colors and material of signs within the development.

Conditions:

1. Each tenant within an integrated development shall submit a Sign Permit application consistent with the Uniform Signage Program to the Planning Director for review and approval according to FMC Section 17.59.050(A). Additionally, prior to installation of any sign(s), the applicant shall first obtain any required Building Permits for the sign(s).
2. No sign within the integrated development shall be displayed except in conformance with the Uniform Sign Program and the City's current Sign Ordinance. In case of any conflict between the two provisions, the City's current Sign Ordinance shall prevail.
3. Any proposed changes in the program after approval shall be submitted to the Planning Director for review in the manner and pursuant to the standards of the City's current Sign Ordinance.

MODEL UNIFORM SIGN PROGRAM (SIGN CRITERIA)

The following Model Uniform Sign Program includes items and standards which should be incorporated into each individual Uniform Sign Program approved in the City.

Approval Authority and Process

- a. Submittal requirements. PDF set of sign plans including the number, size, location, colors and materials, illumination, and construction details for all permanent signage proposed shall be submitted and authorized by the property owner/landlord for compliance with the Uniform Sign Program. Then, authorized sign plans shall be submitted, reviewed and approved by the Community Development Department for compliance with the City's current sign regulations and the Uniform Sign Program for the center.
- b. No sign(s) shall be approved which is not in compliance with the approved Uniform Sign Program. Any sign application not in compliance with the Uniform Sign Program will require modification to the entire criteria. Modifications to the Uniform Sign Program require Community Development Department approval of a Uniform Sign Program in compliance with the City of Folsom's current sign regulations.
- c. Permit Requirements. Sign Permit(s) and Building Permit(s) are required prior to placement, construction, erection, or modification of such signs, unless otherwise exempt by the City.

Wall/Building/Fascia Signs. May want to identify separate standards for major tenants, freestanding pad building, and/or tenants with more than one frontage. If so, distinguish on a site plan attached to the criteria. Provide an exhibit representing acceptable wall signs for the center or development.

- a. Maximum number and location of wall signs permitted (signs may be located on any frontage which faces a street, mall, or parking lot, as long as the combined square footage does not exceed the maximum allowable sign area).
- b. City's formula for calculating maximum allowable sign area (generally 1.5 square feet of signage for each lineal foot of primary building frontage, up to a maximum of 150 square feet).
- c. Design performance for consistency throughout the center.
 1. Sign type (individual channel letters, canned sign, wooden sign, etc.)
 2. Materials
 3. Colors
 4. Illumination (type and level)
- d. Parameters for consistency in sign dimension and location.
 1. Letter Height (standard, maximum and/or minimum – including maximum overall sign height if allowing more than one line of copy is allowed).
 2. Logo Height and Maximum Dimensions or Percentage of Total Sign Area
 3. Location (percentage of frontage – City standard is that sign length not exceed 75% of the building frontage)

Freestanding Signs. May want to list separate standards for shopping center signs, especially if previously approved by the Planning Commission in excess of current standards (i.e., more than one sign was approved or monument sign(s) approved in excess

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of 60-square-foot maximum sign area). Attach exhibit(s) to criteria representing freestanding sign(s) requested or previously approved.

- a. Number and location of freestanding signs (each integrated development is permitted one freestanding monument sign to be setback 5' from r-o-w – refer to attached site plan).
- b. Sign Area and Height (maximum sign area of 60 square feet with 15-foot height limit to identify the name of the center, address, and tenants within the development).
- c. Sign Design (Refer to sign exhibit for design, dimensions, materials, colors, and illumination).

Under-Canopy Signs/Projecting/Other Similar Type Signs (if applicable)

- a. Sign Number, Area and Location (City standard to exempt such sign is one sign, not-to-exceed 4 square feet, with a minimum 8-foot clearance above walkway).
- b. Design Performance (specify uniform sign dimensions, materials, colors, and reference exhibit)

General Sign Regulations

- a. Window sign specifications (City allows a maximum 25% window coverage, regardless of the content of the signs – business identification, accessory, promotional, etc.).
- b. Sign specifications for temporary promotional signs (Banners attached to the building, fence or wall are allowed for a total of eight weeks/year and require Temporary Sign Permits to be approved by the Community Development Department).
- c. List of prohibit signs (Portable, animated, and roof signs including, but not limited to A-frames, vehicle signs, inflatable signs, flags and banners located on roof).
- d. Construction Maintenance of Signs. Signs shall be constructed in accordance with City Building Code, Uniform Sign Code, and applicable electrical code requirements, bearing City-issued sticker with Sign Permit number. Signs shall be maintained in good condition in accordance with the City Sign Ordinance and specifications listed herein.
- e. Removal of signs. Upon vacancy, tenant shall remove sign and restore fascia to original condition within 90 days after such space has been vacated (or sooner as specified by the owner/landlord)