



## Planning & Building Department

435 Allan Court (location)  
401 Grove Street (mail)  
Healdsburg, CA 95448  
tel 707.431.3346  
fax 707.431.2710

[www.ci.healdsburg.ca.us](http://www.ci.healdsburg.ca.us)

## Sign Permit Review

Upon receipt of the following information, the Planning Department will determine within 10 days if the sign permit application is complete. Some applications may require additional information because of special circumstances. Certain requirements may be waived by the Planning Director as appropriate. Incomplete applications will not be scheduled for Staff or Planning Commission review.

The City of Healdsburg utilizes two levels of sign review:

- Planning Department staff normally reviews non-illuminated signs of 25 square feet or less that comply with all Sign Ordinance requirements.
- The Planning Commission reviews larger signs, master sign programs, illuminated signs and signs that require variances to ordinance requirements. After the application has been deemed complete, additional copies of the plans may be requested and the application will be scheduled within four to six weeks for a public hearing before the Planning Commission. The applicant and/or his/her representative should attend all hearings. Failure to do so may result in the application being continued to a later date.

### Submittal Requirements

- [ ] **Planning Permit Application form**  
Completed and signed by the applicant(s) and property owner(s)
- [ ] **Processing fee:** \$ \_\_\_\_\_ See master fee schedule for amount.
- [ ] **Sign inventory** of all existing signs to remain, including type (e.g., free-standing, wall, projecting), dimensions, height (free-standing signs)
- [ ] A fully-dimensioned **site plan**, drawn to scale, depicting:
  - location(s) of all existing and proposed signs
  - the length(s) of building(s) facing a public street
  - the dimensions of all property lines adjoining public streets
- [ ] Dimensioned **building elevations** depicting locations of all existing and proposed wall and projecting signs
- [ ] **Details** of all proposed signs, including:
  - dimensions
  - height (free-standing signs), height above finished grade (projecting and under-canopy signs)
  - material(s)
  - color(s)
  - method of illumination
- [ ] **Color and material samples**