



City of Woodland  
Community Development Dept.  
300 First St, Woodland CA 95695  
(530) 661-5820  
[www.cityofwoodland.org](http://www.cityofwoodland.org)

## SIGN (DESIGN REVIEW REQUIREMENTS)

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**PRIOR TO INSTALLATION OF ANY SIGN, A DESIGN REVIEW APPLICATION MUST BE SUBMITTED AND APPROVED BY THE COMMUNITY DEVELOPMENT DEPARTMENT AND A BUILDING PERMIT FROM THE BUILDING DIVISION IS REQUIRED.**

A Design Review Application is reviewed by the Community Development Department to determine conformance with the City's Sign Ordinance, Community Design Standards, applicable specific planning documents (i.e. Downtown Specific Plan, East Street District Specific Plan, etc.), and with applicable development specific Sign Programs and/or Conditions of Approval. After the Community Development Department has reviewed and approved the Design Review request, the information will be forwarded to the Building Division. A Building Permit is required for electrical and/or structural requirements as well as for inspections of the sign. Upon approval from the Community Development Department and the Building Division, a building division representative will contact the applicant when the Design Review approval letter and building permits are ready to be picked up.

#### APPLICATION SUBMITTAL REQUIREMENTS

All applications must be completed as listed below, to the satisfaction of the Community Development Department before being accepted for processing.

- General Application Form**
- Required Processing Fee: (Verify current fee with City Planning Staff)**
  - Checks made payable to: City of Woodland
  - An additional Building Permit Application and 3 sets of plans will be needed for building plan check. Fees will be paid to the Building Division when permit is issued.
- Name of Shopping Center, Subdivision or Project**
- Name of Tenant**
- Address where sign(s) is(are) to be placed and Vicinity Map (including project name and north arrow)**
- Project Description\* (i.e. 3 wall signs, 1 monument sign, etc.)**
- Color photograph of the project site and business**
- All of the following documents, as well as one copy of each of the following documents to be submitted virtually through email:**

- **Three (3) copies of a Sign Plan drawn to scale indicating:**
  - \_\_Dimensions of sign(s) – height, width, depth, etc.
  - \_\_Total area (sign square footage) – measurement shall be based on entire area within a single continuous perimeter composed of straight lines or curves which enclose the extreme limits of the message including all background or construction material
  - \_\_Materials and Colors
  - \_\_Type of Illumination proposed
- **Three (3) copies of a Site Plan drawn to scale indicating:**
  - \_\_Property lines, building location(s) and setbacks
  - \_\_Location of proposed and existing signs (if applicable)
  - \_\_Listing of type and square footage of all existing signs
  - \_\_Building and street dimensions and building and property entrances
  - \_\_Linear (feet) frontage of leased space or business
  - \_\_Location of adjacent buildings (if applicable)
  - \_\_Elevation at base of sign and adjacent street elevation
- **Three (3) copies of a Building Elevation Plan drawn to scale (wall signs only) indicating:**
  - \_\_Location of proposed and existing signs, labeling each elevation (east, west,...)
  - \_\_Dimensions of sign(s), building (height, width, linear frontage, etc.), and placement of sign on the building (i.e. distance from roof line, from the ground, etc.)
- **Three (3) copies of a footing detail, detail showing attachment to structure, an electrical detail, and engineering calculations (if applicable) and a completed Certificate of Compliance for Sign Lighting**

#### SIGN TYPES

- **Attention Getting Devices** – any flag, streamer, spinner, light, balloon, or similar device or ornamentation used for purposes of attracting attention for promotion or advertising.
- **Attraction Board** – a sign constructed so that letters or other advertising material can be changed, and which relates to businesses or organizations which depend, on a large part, upon trade and frequently changing events or showing, such as those engaged in providing live or filmed entertainment or sporting events.
- **Awning** – a shelter supported entirely from the exterior wall of a building and composed of non-rigid materials except for the supporting framework.
- **Billboard** – a sign which directs attention to a product, place, activity, person, institution, business, or subject which is not entirely related to the premises on which the sign is located. Included are signs erected upon benches.
- **Canopy** – a structure attached to or supported by a building, designed for shelter over a pedestrian or vehicular way and which may or may not project over public property.
- **Ground Sign** – a sign which is supported by itself, one or more uprights, poles, or braces in or upon the ground or by a structure provided for that function.
- **Roof Sign** – a sign erected upon or above a roof or parapet wall of the building.
- **Shingle Sign** – a type of projecting sign under or over a canopy regulated by site, design, material and location.
- **Temporary Sign** – a sign designed and displayed for a seasonal or brief activity such as, but not limited to sales, specials, promotions, holidays, and business grand openings.
- **Wall Sign** – any sign erected on and parallel to the wall face of a building. This shall include permanent window signs.
- **Window Sign** – any sign affixed to or within three feet of the inside of a window in view of the general public.

**PROHIBITED SIGNS (INCLUDING, NOT LIMITED TO)**

- **Signs which move or simulate motion (i.e. flashing, blinking, rotating or animated signs, etc.)**
- **Statuary signs – any sign which is the modeled, outlined or sculpted likeness of a living creature or inanimate object or any embossing which projects more than four inches beyond a sign face.**
- **Attention getting devices, except as provided for in the Sign Ordinance, Section 17.120.040.F. Temporary Signs.**
- **Internally-illuminated sign cabinets.**
- **Pole or pylon signs.**
- **Trade slogans.**

**Please Note:**

- **Monument signs taller than eight (8) feet require approval of the Community Development Director, or at Director’s discretion, may be elevated to the Planning Commission.**
- **Logos that exceed four (4) square feet in area are prohibited, except where logo displays exceptional craftsmanship and quality of materials, such case to be reviewed by the Community Development Director, or at Director’s discretion, may be elevated to the Planning Commission.**
- **Signs located on corner lots or adjacent driveways shall conform to the “Cross Visibility Triangle” as defined in the Woodland Sign Ordinance, Article 17.120**

**\* \* \***

**If you have questions, please call the Community Development Department at (530) 661-5820 or staff is available from 8:00 AM to 4:30 PM at 300 1<sup>st</sup> Street, Woodland, CA 95695**