

# COMMUNITY SIGN APPLICATION

This application form is for community identification signs and gateway monuments in the public right-of-way. [Council Policy 9-3](#) ("Community Identification and Wayfinding") allows individuals and private groups to request the City to consider Community Signs if they can demonstrate the ability to raise the funds necessary to construct, install, and maintain them. The policy provides guidance as to when and where the installation of Community Signs would be appropriate, and to ensure that Community Signs do not create visual clutter, traffic or pedestrian safety hazards, or detract from a sense of community unity, but rather build on community identity and image.

This form explains the application process. For questions: Speak with a City Planner at **408-535-3555**; see phone service hours at [www.sanjoseca.gov/Planning](http://www.sanjoseca.gov/Planning).

Para información en español, comuníquese con un Planificador de la ciudad al **408-793-4100**.

Để được hỗ trợ, nói chuyện với Người lập kế hoạch thành phố tại **408-793-4305**.

## APPLICATION PROCESS

1. Planning staff intakes and reviews the application and informs the applicant if any additional plans, data, exhibit, or additional City permits are required.
2. Staff refers the application to the appropriate Council Office and departments of Public Works and Transportation.
3. Environmental Review staff review the project. If the project is exempt or a Negative Declaration is granted, the application continues to be processed. If an environmental impact report is required, the applicant is informed and processing of the application is deferred until after the EIR is completed.
4. The Director of Planning considers the application at a public hearing. The decision of the Director of Planning may be appealed to the City Council.

## MAINTENANCE AGREEMENT

Prior to construction, the applicant will be required to provide a maintenance agreement to the satisfaction to the Director of Public Works, including:

- One-time payment, not to exceed 5% of the projected construction cost of the sign, to be deposited into a routine maintenance fund established for Community Signs.
- A signed commitment or long-term maintenance bond to provide for structural/restorative maintenance in case of physical damage.

## REQUIREMENTS / DESIGN CRITERIA

City staff will evaluate the application to determine if the proposal conforms to all applicable City laws and policies and State traffic guidelines. Proposals will be reviewed for conformance with the following criteria:

1. Community Signs may be installed at an entry or other local point of an established community or business area.
2. The sign must comply with State traffic guidelines and must not create traffic, pedestrian, or other safety hazards.
3. To the extent possible, Community Signs within the public right-of-way should be integrated with traffic calming devices and/or existing street furniture.
4. The sign's size, type, massing, proportions and location should be compatible with the area in which it is being proposed.
5. Community Signs should serve to enhance the identification of the area in which they are proposed, and contribute to "way-finding" for both pedestrians and motorist.

**FEES**

An invoice for application fees will be generated after you submit the application. This application entails public noticing and environmental review fees. See all current fees in the [Planning Application Fee Schedule](#). For initial fees and methods of payment, please visit [www.sanjoseca.gov/PlanningApplications](http://www.sanjoseca.gov/PlanningApplications). Review of your submittal will not begin until fees are paid.

**INSTRUCTIONS**

Assemble an application package as outlined below. Complete and sign this form and include it with the application package.

**APPLICATION PACKAGE****HOW TO SUBMIT:**

- Schedule your required submittal appointment at [www.sanjoseca.gov/PlanningAppointments](http://www.sanjoseca.gov/PlanningAppointments).
- You will be asked to email your documents. Please save all forms and plans as PDF files.

**WHAT TO SUBMIT.** Please include the following in your application package:

- COMMUNITY SIGN APPLICATION (this form, completed and signed)
- PHOTOGRAPHS of the proposed location and surroundings (provide on 8/12 x 11 sheet, labelled)
- PLANS as outlined below.
  - All sheets must be of uniform size, and 24" x 36" is the maximum sheet size.
  - Number all sheets in proper sequence with numbers located in the lower right corner of each page.
  - All sheets are to be dated with adequate space provided for revision dates.
- SHEET NO. 1 - SITE PLAN, drawn to scale, containing the following information:
  - Location map
  - Dimensions of travel and turn lanes, and direction of traffic flow
  - Dimensions of existing off-street parking, loading, and circulation areas
  - Location of nearby existing street furniture and freestanding/monument signage
  - Location and dimension of area to be occupied by the community sign
- SHEET NO. 2 - ELEVATIONS, SECTIONS AND RENDERING drawn to scale to include:
  - Dimensions of proposed sign in relation to existing street furniture and typical traffic
  - Indicate proposed materials of construction and finishes
  - Three dimensional rendering to show massing, proportion and scale of proposal

Staff will assign FILE #

Please download and save this computer-fillable form to your computer. Signatures, if required, must be a Digital ID signature. Follow instructions for [Digital Forms & Signatures](#).

**1. PROJECT LOCATION**

LOCATION:

**2. PROJECT BUDGET INFORMATION**

Briefly describe the project budget and identify the funds that are available to complete fabrication/construction and/or installation of the proposed community sign.

**3. APPLICANT INFORMATION**

APPLICANT NAME:

IF DIFFERENT FROM APPLICANT, CONTACT PERSON'S NAME:

MAILING ADDRESS:

PHONE:

EMAIL:

● SIGNATURE of Applicant

DATE: [MM/DD/YYYY]

[A Digital ID Signature](#) is required of the Applicant.

**OFFICE USE ONLY**

INTAKE DATE:	BY:	PAID: \$
COMMENTS:		