



# City of Dublin Zoning Clearance Application Permanent Signs

*By signing below, I agree to install the approved signage in accordance with the project plans stamped approved by the Community Development Director. I further agree to comply with all requirements of the Dublin Zoning Ordinance and the conditions included on this application (see reverse for conditions).*

### APPLICANT INFORMATION

Name (Print or Type): \_\_\_\_\_ Title: \_\_\_\_\_

Address (street, city & zip): \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PROJECT INFORMATION

Project Address: \_\_\_\_\_ Project APN: \_\_\_\_\_

Project/Business Name: \_\_\_\_\_ Tenant Square Footage: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Description: \_\_\_\_\_

Name of Shopping Center/Development: \_\_\_\_\_

### SUBMITTAL INFORMATION

**The following information shall be submitted to the Planning Division for review and approval prior to the installation of any signage. Please consult any applicable Master Sign Program for specific sign guidelines and/or Chapter 8.84 of the Dublin Zoning Ordinance.**

1. Completed Zoning Clearance Application Form for Permanent Signs.
2. Application fee. (If paying by check, make payable to the City of Dublin.)
3. Complete sign plans, in color, including, but not limited to, the following:
  - Wall Mounted Signs
    - a. Site Plan showing the location of the tenant space.
    - b. Building and Sign elevations, fully dimensioned, labeled and drawn to scale. Include tenant linear frontage for each elevation where a sign is proposed.
    - c. Sign details including all colors and materials, method of attachment, illumination and disconnect switch.
  - Freestanding Signs
    - a. Site Plan showing the location of the proposed sign.
    - b. Enlarged detail of the proposed sign location including setbacks from all property lines.
    - c. Sign details including all colors and materials, supporting structures and method of illumination.
4. Landlord approval of proposed signage.

ZONING CLEARANCE APPROVAL:

# PERMANENT SIGN ZONING CLEARANCE

In accordance with Chapter 8.116 (Zoning Clearance) of the Dublin Zoning Ordinance, all signs which have been identified in Chapter 8.84 (Sign Regulations) as requiring a Zoning Clearance shall be subject to approval of a Zoning Clearance prior to installation.

The following factors shall be considered in the design of each sign:

- Visibility and legibility (letter height and legibility, contrast-background relationship, placement and location).
- Impact of other immediate signs in terms of visibility, legibility and scale.
- Traffic conditions, including but not limited to, traffic safety and circulation, visibility, road width, curb cuts or driveway indentations, median, proximity of major intersections, signals or stops, average traveling speed or any other natural physical obstruction.
- Night-time use consideration including intensity of illumination (of the sign being proposed, of other immediate signs and of other light sources such as street lights or canopy lights), competition and interference of light sources and intrusion of life into residential areas.

Each sign shall conform to the following criteria:

- The sign shall be designed to relate to the architectural design of the building. An attractive scale between the sign, the building and the immediate surrounding buildings and signs shall be maintained.
- To the extent feasible, a sign shall be graphic with design emphasis on simplicity, style, trademark, business identification and symbol. Wording shall be an integral part of the overall design.
- All light sources shall be adequately diffused or shielded.
- The sign's supporting structure shall be as small in density and as simple as is structurally safe.
- Multiple signing on a single-faced building shall be reviewed for coordination of all signs architecturally and aesthetically.
- Plastic faced signs with white internally illuminated backgrounds are not permitted.
- Neon, bare fluorescent tubes or incandescent bulbs are not permitted except pursuant to Site Development Review.
- Signage shall not obstruct pedestrian circulation.

Other Conditions:

- All mounting holes from previous signs shall be patched and the building repainted (or repaired if the area has a brick or stone finish or is otherwise not a painted surface) prior to mounting new signs.
- The location of any disconnect switch shall be concealed to the extent practical from public view and in some cases may be required to be painted to match the adjacent wall surface.
- A Dublin Business License for the Use for which the sign is proposed shall be obtained prior to approval of a Zoning Clearance for a permanent sign.