



SIGN PLAN INFORMATION SHEET

GENERAL INFORMATION

This information sheet explains the regulations and permit requirements for new signs, modification to existing signs, and temporary signs in the Town of Truckee. Chapters 18.54 and 18.56 of the Town Development Code establish the regulations and permit requirements for signs. The purpose of these regulations and permit requirements is to ensure signs are well designed and pleasing in appearance by providing incentive and latitude for variety, good design relationship, spacing, and location, thereby encouraging a desirable Town character with a minimum of clutter while recognizing the need for signs as a major form of communication.

SIGN PLAN REQUIREMENTS AND EXEMPTIONS

A sign plan review and approval is required for the erection, relocation, alteration, or reconstruction of all permanent and temporary signs unless the sign is specifically exempt by the Development Code. Sign plan exemptions are listed in Section 18.54.030(C) of the Development Code and include, but are not limited to, address signs; business information signs such as open/close, accepted credit cards, etc., construction signs, rental and for sale signs with limits to the size and number of these types of signs. Temporary signs for temporary events may also be exempt from the sign plan requirement. Please refer to Section 18.54.030(C) for a complete list of exempt signs.

A separate sign plan will not be required for signs that are reviewed and approved through a separate land use permit, e.g. a zoning clearance. The sign plan and required drawings may be incorporated into the site plan and elevations for the land use permit.

A proposed sign located in the Historic Preservation District will be reviewed for compliance with the Historic Preservation District standards and Historic Design Guidelines. A Historic Design Review application must also be submitted for signs in the Historic Preservation District. Please refer to the information sheet on the Historic Design Review application for further information.

SIGN PLAN

The Sign Plan is issued by the Community Development Department, Planning Division, for individual signs and sign programs based on the requirements defined in Chapters 18.54 and 18.56 of the Town Development Code. Generally, a sign must comply with the development standards of Chapter 18.54 that regulate the size, type, number, and placement of signs and with the sign design guidelines. If the sign will be located in the Historic Preservation District, the sign must also go through the historic design review process and be consistent with the Historic Design Guidelines. Please refer to the "Historic Design Review Information Sheet" for further information on historic design permit requirements and regulations.

It will take approximately two weeks to process a sign plan application. It may take an additional two weeks to process a sign plan application for a sign in the Historic Preservation District.

SIGN PLAN FEE

The application fee for processing a sign plan is a set fee of \$200.00 per application. For a temporary sign

not covered under a temporary use permit application, the set fee is \$150.00 per application.

SIGN PLAN SUBMITTAL REQUIREMENTS

The items listed in the “Sign Plan Submittal Checklist” must be submitted as part of the application package in order for the application to be considered complete for processing. The checklist must also be submitted with the application. Your application will not be accepted if all of the items listed are not submitted.

Sign Plan Submittal Checklist

Applicant Name: _____ Project Site APN: _____

Application Number (to be filled out by Town staff) _____

Applicant must fill out the checklist below by placing a check mark in the boxes listed under Column A (for Applicant) and signing below. Column S is for staff to verify that your submittal requirements have been met.

A S

- 1. Completed Land Use/Zoning Application. (The property owner must sign the application or the applicant must submit a rental lease or letter or other documentation signed by the property owner authorizing the applicant to submit the application.)
- 2. Fee made payable to the Town of Truckee.
- 3. Two (2) copies of a detailed scaled drawing of the proposed sign(s) including:
 - a. Dimensions and size of sign
 - b. Lettering style
 - c. Color of surface areas including background and letters
 - d. Materials
 - e. Size in square feet of signage to remain
 - f. Lineal feet of building frontage
 - g. Surface area of building façade in square feet
 - h. Lighting specifications, including shielding, type, and size of lamps
 - i. Mounting specifications showing compliance with Town Building Code requirements
- 4. Two (2) copies of elevation drawings (wall signs, projecting signs, hanging signs) or site plan (freestanding signs) showing the location of the sign. For freestanding signs, the site plan must show information on landscaped areas consistent with the Development Code regulations. For wall signs, the elevation and scaled drawing of the sign may be combined.
- 5. For signs in the Historic Preservation District, please refer to the "Historic Design Review Information Sheet" for submittal requirements and fees.

Applicant Signature: _____

I certify that I have completed and have included all material checked above in the attached application submittal.