



CITY OF MARYSVILLE
COMMUNITY DEVELOPMENT AND
SERVICES DEPARTMENT
530-749-3904

**SIGN - ARCHITECTURAL
REVIEW APPLICATION**

Application No. _____
Rec'd by: _____
Fees Paid: _____ Rec #: _____
Date Paid: _____
Action: Approved Denied
By: _____ Date: _____

Project Address: _____
Assessor's Parcel No.: _____ Present Zoning: _____

SIGN COPY (what the sign states):

APPLICANT:

Name: _____ Day Phone: _____
Address: _____

PROPERTY OWNER:

Name: _____ Day Phone: _____
Address: _____

BUSINESS OWNER:

Name: _____ Day Phone: _____
Address: _____

SIGN INSTALLER:

Name: _____ Day Phone: _____
Address: _____

SIGN DESIGNER:

Name: _____ Day Phone: _____
Address: _____

APPLICANT/REPRESENTATIVE

I have reviewed this completed application and the attached material. The information provided is accurate. I understand the City might not approve what I am applying for or might set conditions of approval.

Signed Date

PROPERTY OWNER/AUTHORIZED AGENT

I have read this completed application, and I consent to its filing.

Signed Date

Staff Use Only

TYPE OF APPLICATION	APPLICATION NUMBER	FEE PAID
Architectural Review:		
a. Conceptual Review:	_____	_____
b. Formal Review:	_____	_____
c. Minor/Incidental:	_____	_____
Planning Commission:		
Use Permit:	_____	_____
Variance:	_____	_____
Tentative Map:	_____	_____
Rezone:	_____	_____
General Plan Amendment:	_____	_____
Other:		
(Specify): _____	_____	_____

FEES:

Description:	Explanation:	Fee:
Base Fee:	_____	_____
Environmental Review:	_____	_____
Other Fees:	_____	_____
Total Fees:	_____	_____
Fee Paid By:	<input type="checkbox"/> - Applicant <input type="checkbox"/> - Representative <input type="checkbox"/> - Property Owner	

Tentative Review Dates:

- a. Review of Completeness (if applicable): _____
- b. Staff Review/Determination: _____
- c. ARB Review: _____
- d. Planning Commission Review: _____
- e. Other Review: _____

Notes to the File: _____

CITY OF MARYSVILLE

Community Development and Services Department
749-3904

ARCHITECTURAL REVIEW - SIGNS

APPLICATION INSTRUCTIONS

TO APPLICANTS: Please provide one copy of a completed application. The property owner must sign the Application or the applicant must submit a rental lease or letter signed by the owner authorizing the applicant to submit the application. Please feel free to contact staff for clarification or help with any item on the application. The City of Marysville recommends you review the Sign Regulations relative to the zoning district where the sign(s) will be placed before completing an application and required materials. A sign permit should be secured prior to ordering or fabricating signs or awnings.

In addition to a completed application, please provide 3 copies of a Site Plan, Sign Plan and Mounting Details as follows:

1. **SITE PLAN** An 8-1/2" x 11" Site Plan for the property on which the sign(s) will be placed including:
 - a. Location of existing and proposed signs on site.
 - b. Square footage and type of each sign and total square footage for all signs.
 - c. Give each sign a number starting with the number 1.
 - d. For suspended or projecting signs please note distance from sidewalk to bottom of sign.
 - e. For wall signs add an additional sheet showing dimensions and square footage of building walls on which signs will be placed.
 - f. For monument signs show sight distance from driveways and intersection corners.
2. **SIGN PLAN** A scaled 8-1/2" x 11" color drawing of each proposed sign including:
 - a. Number each sign corresponding to number shown on the site plan.
 - b. Message that will appear on sign including typeface, font, and design details.
 - c. Dimensions in feet and total square foot area of proposed sign.
 - d. Height from ground of all monument and freestanding signs.
3. **MOUNTING DETAILS** Mounting details may be placed on the Sign Plan or as a separate sheet but must include the following:
 - a. Description of materials used in construction of sign.
 - b. Type and number of bolts, brackets and fasteners used to install the sign.
 - c. Thickness and approximate weight of sign for suspended or projecting signs.
 - d. Means of lighting including shielding, type, and size of lamps (if applicable).
 - e. For monument signs include footing details and wind load calculations.
 - f. For suspended signs provide details of anti-sway devices.

The Building Department may require engineered Mounting Details if public safety is in question.