



City of Calistoga

Planning & Building Department

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PERMANENT SIGNS

How to apply for a Sign Approval

When will I need a sign approval?

Some requests for new signs are reviewed at the staff level, often on the same day they are requested. If the signs are in conjunction with new construction or are unusual in size or design, Planning Commission approval is required.

How long does the process take?

The timing of the process varies depending on whether the request can be approved by staff or if the Planning Commission must approve. Many signs reviewed by staff can be approved the same date they are requested. Signs considered by the Planning Commission take approximately four weeks to review. This is determined by the completeness of the application and the Planning Commission's schedule.

What documents must I submit to be reviewed?

- A completed application form signed by the property owner or the property owner's representative.
- Application Fee. (Refer to Fee Sheet.)
- Project Description.
- Samples of colors and material, including color chips and swatches.

- If Planning Commission review is required, 10 copies of a fully dimensioned site plan and sign plan. The sign plan should include a colored drawing of the sign and how it will be installed. (folded to 8 1/2" x 11" max.)
- One 8.5" x 11" reduction of all drawings on paper and one set of transparencies.

The following signs are prohibited in all zoning districts.

- A flashing, moving, animated, blinking or rotating sign whose illumination changes with time, or which is designed in a manner to simulate motion.
- Signs located off the premises they serve, unless otherwise allowed for Non-profit or Government agencies.
- A sign constructed in such a manner as to create a traffic hazard by creation of glare, obstruction of vision, or at a location where it may interfere with, obstruct the view of, or be confused with, any authorized traffic sign.
- A sign which identifies a phone number.
- Portable signs located in the public right-of-way.
- A billboard or roof sign.
- Pennants.
- Balloons and inflatable devices.