

City of Yreka Planning Department  
Sign Permit Application Guidelines

The City of Yreka Municipal Code Title 13 regulates three broad categories of signs as noted below:

- ✓ Building supported signs ( i.e. wall, roof, projecting, hanging and canopy signs) which will require a building permit in addition to the sign permit.
- ✓ Detached signs ( i.e. pole and monument signs) which will require building department approval and may also require a building permit (i.e. illumination – electrical, foundation, plans must be stamped by a licensed California Engineer) Landscaping may also be required around the base of the sign.
- ✓ Temporary promotional signs ( i.e. window-painted signs, banners).

All signs must meet the requirements of the Yreka Municipal Code as well as all applicable state and federal rules and regulations. (i.e. signs placed or maintained within 660 feet from the edge of the right-of-way, and the copy of which is visible from any interstate or primary highway may require approval from the State of California Department of Transportation in accordance with the California Business and Professions Code.)

Administrative Sign Permits (ASP) may be granted by the Planning Department. In most cases the sign permit will be issued within ten days. The Planning department verifies that the sign fits the minimum standards of the City of Yreka sign code and submits the application to the building department for approval. If a building permit is required, a separate fee will be charged for the building permit.

Pole Signs and Monument Signs require a Site Plan – no larger than 8 ½ ” x 14” (it is preferred that copies be reduced to 8 ½” to 11”). This plan must include location, elevations (drawings), size (square footage), height, and dimensions, of all proposed signs. Note scale ( i.e. scale: 1” = 40’) and north arrow on plan.

Attached are copies of the specific requirements for Wall Signs, Monument Signs, and Pole Signs. For complete information regarding sign regulations please visit our website [www.ci.yreka.ca.us](http://www.ci.yreka.ca.us) click on “Codes, Fees & Licenses” then “City of Yreka Municipal Code”, then “[Title 13 Sign Ordinance](#)” The Sign Application form can also be found on our website under “City Government” then “[Planning](#)” then “[Sign application](#)”.

Depending on the type of sign, its area, height, and zoning district, a Sign Use Permit may be required. For signs requiring a Sign Use Permit, we encourage you to contact a local licensed sign manufacturer, who is usually well-versed in the City of Yreka Sign Ordinance requirements.

Step 1. It is recommended that the applicant review the proposal with the Planning Department staff prior to the submission of the formal application. This will allow the staff to advise the applicant on conformity with the Zoning Ordinance and Sign Ordinance requirements, including maximum height and sq footage (sq. ft.), and setback requirements. If there are other signs existing on the property, then the application should include details about the location, area of the proposed and existing signs, and a total sign area (sq. ft.) sign area being used on the parcel.

Step 2: Submission of Application. Only a complete application will be accepted. A complete application includes the executed application form, plans and specifications drawn to scale in a professional manner showing the entire site plan, elevations (drawings), sign copy, materials, colors,

and lighting of the sign(s) and buildings(s). The preferred size for plans and specification is 8 ½" x 11". (Plans up to 8 ½" x 14" will be accepted.) The application must be signed by the applicant and the property owner. At this stage Planning staff will evaluate whether or not the sign application allows for administrative approval or requires a Sign Use Permit, and make determination of applicable fee.

If the site location is within the **Historic District**, the sign permit will also be subject to the provisions of Yreka Municipal Code Title 17 and any regulations adopted pursuant thereto in addition to the provisions of Title 13 and the Building Code.

**Sign Use Permit – Requires a separate application.** Sign Use Permits are *discretionary applications* and shall require Planning Commission approval pursuant to the requirements of Yreka Municipal Code, Title 16 Zoning, Chapter 16.44. The deadline for submission of a Sign Use Permit application is the last day of the month. The Planning Commission meets on the 3<sup>rd</sup> Wednesday of each month at 6:30 p.m. When submitting a Sign Use Permit Application, **ten (10) copies** of the plans and specifications must be submitted. Along with a letter to the Planning Commission detailing the request for the Sign Use Permit.

A public hearing is required for a Sign Use Permit. In review of Sign Use Permit application, the Planning Commission shall consider whether the following findings and conditions can be met:

1. Signs shall serve to identify the business, the establishment or the type of activity conducted on the same premises, or the product, service, or interest being exhibited or offered for sale, rent, or lease thereon. Sign must be pertinent only to the use of the land upon which it is located.
2. Signs shall be harmonious with the materials color, texture, size, shape, height, location and design of the building, property, or neighborhood of which it is a part. (Historic District regulations if applicable.)
3. Sign designs shall be consistent with general graphic standards. "Graphics" shall mean all lettering, logos, pictures, symbols, pattern, and description, including. (Historic District regulations if applicable.)
4. Sign illumination, where allowed by provisions of this title, shall be at the lowest level consistent with adequate identification and readability.

In the exercise of the Sign Use Permit Process, the Planning Commission shall impose such conditions upon such use permits as in its judgment may be necessary to assure that the spirit and purpose of the Yreka Municipal Code will be observed, and public health, safety and welfare secured.

Decisions of the Planning Commission may be appealed by any aggrieved person to the City Council. Any appeal must be filed with the City Clerk in writing within ten days of the decision and shall be accompanied by an appeal filing fee. The Sign Use Permit cannot be issued until after the ten-day (10) appeal period is complete.

**CITY OF YREKA PLANNING DEPARTMENT**  
701 Fourth Street, Yreka, CA 96097 530-841-2324  
**APPLICATION FOR SIGN PERMIT**

APPLICANT: \_\_\_\_\_ PHONE # \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

IF OTHER THAN APPLICANT,  
NAME OF PROPERTY OWNER: \_\_\_\_\_

PROPERTY OWNER ADDRESS: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

DESCRIPTION OF PROPOSED PROJECT: **See page 2, attached hereto and made a part hereof.  
(Complete page 2 for each sign requested.)**

Applicant agrees to comply with any terms or conditions of any entitlement issued or permitted by the City pursuant to this application. The sign shall be removed within thirty days after the business closes and is no longer in operation. If signs are left on the premises, **PROPERTY OWNER** agrees to remove said signs within the thirty day time period.

PROPERTY OWNER'S SIGNATURE:  
(REQUIRED) \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_



To be completed by City Staff:

A.P. Number \_\_\_\_\_ ZONE: \_\_\_\_\_ GP DESIGNATION: \_\_\_\_\_

**CITY FEES:** **Permit No.** \_\_\_\_\_

ADMINISTRATIVE APPROVALS & ISSUANCE .....\$75.00  
Depending on the sign, a building permit may be also required. (Building Permit Fee \$50.00)

SIGN USE PERMIT - P.C. APPROVAL..... \$225.00 – Requires a separate application, sign drawings to scale and a letter to the Planning commission detailing the request for the Sign Use Permit. (A separate building permit will be required for pole signs and electrical signs).

HISTORIC DISTRICT SIGN USE PERMITS.....\$75.00 - If the site location is located within the Historic District, the sign permit will also be subject to the provisions of the Yreka Municipal Code Title 17, regulating the size, shape, material, colors, graphics, and lettering styles.  
Depending on the sign, a building permit may be also required. (Building Permit Fee \$50.00)

HISTORIC SANDWICH SIGNBOARD.....\$25.00  
Requires insurance certificate with separate Additionally Insured Endorsement naming the City of Yreka as additionally insured in the amount of \$1,000,000.

This page is required for each individual sign requested, request copies if more than one sign is proposed.

Applicant's Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Optional: e-mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Project Location: \_\_\_\_\_, Yreka, CA

Sign # \_\_\_ of \_\_\_ Description of request: \_\_\_\_\_

A detailed site plan drawn to scale in accordance to Step 2 of the Sign Guidelines is attached hereto and made a part hereof.

Illumination:  None  Internal  External Type \_\_\_\_\_

Location:  Front  Rear  Side North, East, West, South  
Circle one

Material  Metal  Plastic  Wood: list type \_\_\_\_\_

Other: List type: \_\_\_\_\_

Wall Sign. Advertising surface of a wall sign or a combination of wall signs (including canopy, awning and roof signs) shall not exceed one hundred (100) square feet, and in no event shall the area of the sign exceed twenty (20%) percent of the area of the building wall upon which the sign is to be placed. **Dimensions of wall** \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. wall.

Sign Placement:  Painted on Building  Flush Mounted: Thickness \_\_\_\_\_

Projecting Sign  Hanging Sign  Awning and Canopy Sign  Roof Sign

Attached to building: Thickness \_\_\_\_\_ Attached to building with: \_\_\_\_\_

Pole Sign  Double Sided or  Single Sided  
(Requires minimum parcel frontage of 100 sq. ft. - See zoning for height limits)

Monument Sign (Monument sign shall not exceed 8 ft. in height, shall be required to meet setback requirements for visibility zone specific to each location., The advertising surface shall not exceed 24 sq. ft. per side YMC 13.48)

Other (describe) \_\_\_\_\_

Sign Dimensions: Size: \_\_\_\_\_ high x \_\_\_\_\_ wide = \_\_\_\_\_ Sq. ft.

Clearance: Ground to Bottom of Sign: \_\_\_\_\_ feet.

Sign area proposed with this sign \_\_\_\_\_ Sq. Ft.

Number of existing signs \_\_\_\_\_ = total \_\_\_\_\_ Sq. Ft. combined existing signs

Yreka, California, Code of Ordinances >> Title 13 - SIGN ORDINANCE >> CHAPTER 13.60 WALL SIGNS >>

## CHAPTER 13.60 WALL SIGNS

### section:

13.60.010 Permitting.

13.60.020 Location and height.

13.60.030 Area limit.

### 13.60.010 Permitting.

Permits for a wall sign shall be considered as part of the administrative permit process defined in Section 13.08.060  
(Ord. 775 (part), 2004).

### 13.60.020 Location and height.

- A. A wall sign shall not project more than fifteen (15) inches from the surface of the building to which it is attached.
- B. The face of any wall sign which extends over public property must be eight feet or more above the surface of the adjoining ground, sidewalk or pavement. Light supports may extend two (2) feet from the advertising surface of a wall sign, provided such supports and fixtures shall not be less than ten (10) feet above the surface of the adjoining ground or sidewalk. Wall signs shall not extend above the roof line.

(Ord. 775 (part), 2004; Ord. 427 § 1 - 54 (c), 1969).

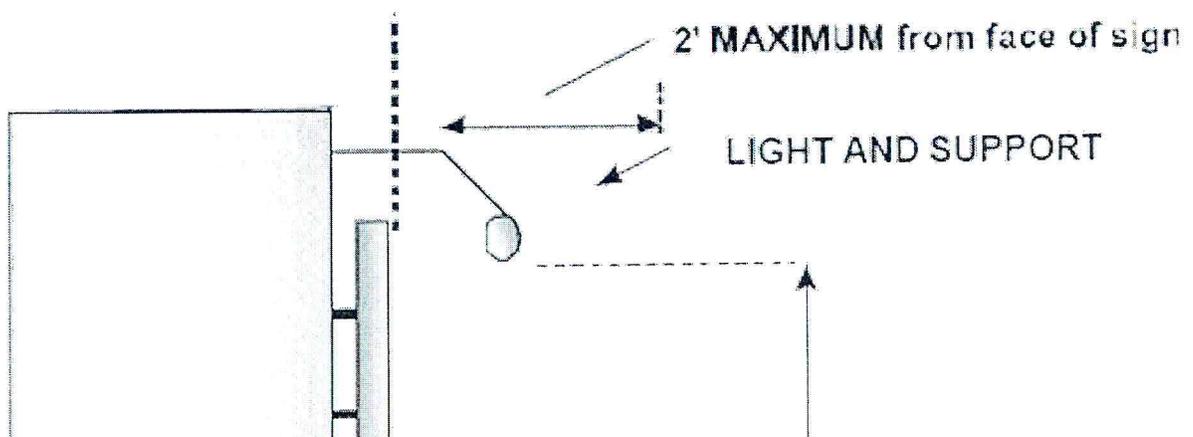
### 13.60.030 Area limit.

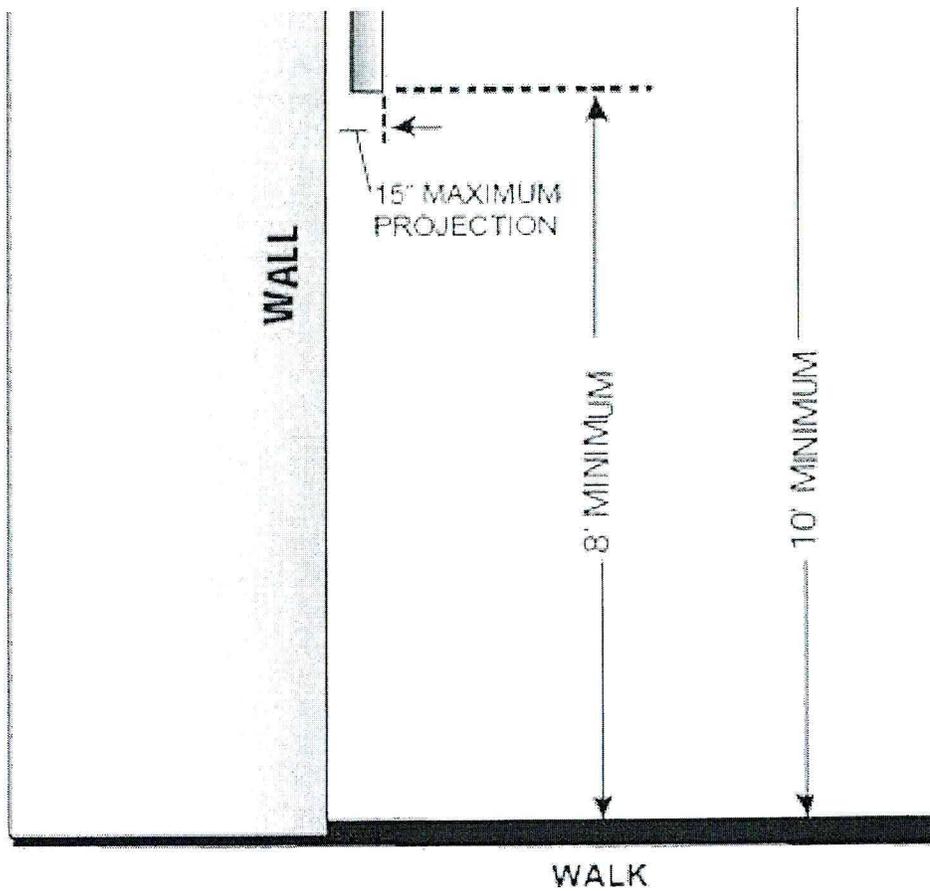
The advertising surface of a wall sign or a combination of wall signs shall not exceed one hundred (100) square feet. Signs painted directly on the wall shall be included in the calculation of the one hundred (100) square foot maximum area. In no event shall the area of the sign exceed twenty (20) percent of the area of the building wall upon which the sign is to be placed.

(Ord. 775 (part), 2004; Ord. 505 (part), 1974; Ord. 427 § 1 -54.1, 1969).

## 13.60

## WALL SIGN





**AREA:**  
100 Square feet maximum  
Not to exceed 20% of building wall

**CHAPTER 13.48 MONUMENT SIGNS**

*section:*

13.48.010 Permitting.

13.48.020 Standards.

**13.48.010 Permitting.**

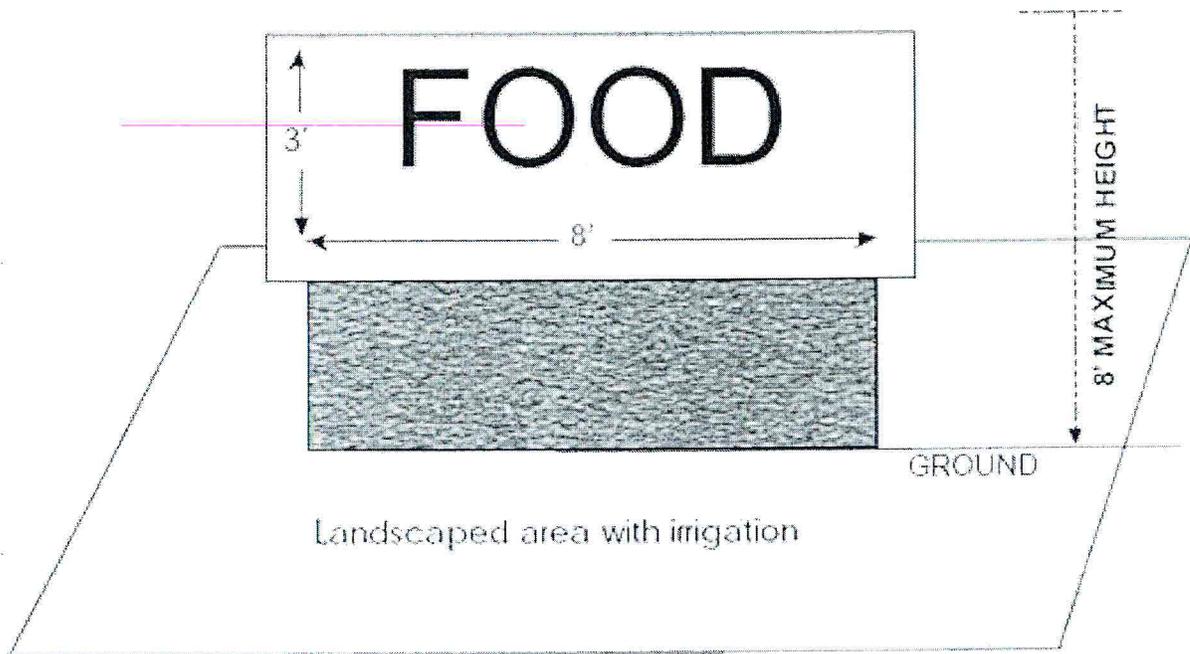
Permits for a monument sign shall be considered as part of the administrative permit process defined in Section 13.08.060

*(Ord. 775 (part), 2004).*

**13.48.020 Standards.**

Monument signs shall not exceed a height of eight (8) feet. The advertising surface of any sign face shall not exceed twenty-four (24) square feet per side. When practical, landscaping shall be provided around the base of the sign. Only one such sign is permitted for each street frontage. Provided that parcels with frontage exceeding one hundred (100) feet may have two (2) monument signs. The distance between monument signs on any one parcel shall not be less than fifty (50) feet.

*(Ord. 775 (part), 2004).*



## CHAPTER 13.44 - POLE SIGNS

section: 13.44.010 - Permitting.

Permits for a pole sign shall be considered as part of the administrative permit process defined in Section 13.08.060

(Ord. 775 (part), 2004).

13.44.020 - Design and construction.

A. Maximum total sign area for pole or post signs shall be computed according to the parcel frontage along the street to which the sign is oriented, as follows:

1. **Less than one hundred (100) feet of front footage: not allowed.**
2. At least one hundred (100) feet but less than one hundred fifty (150) feet of frontage: fifty (50) square feet.
3. Over one hundred fifty (150) feet of frontage: one hundred (100) square feet.

B. Maximum height shall not exceed the maximum building height permitted in the zone in which the sign is located.

C. No more than one pole sign shall be permitted for each street frontage except that, by use permit more than one of the above signs may be permitted subject to the following terms and conditions:

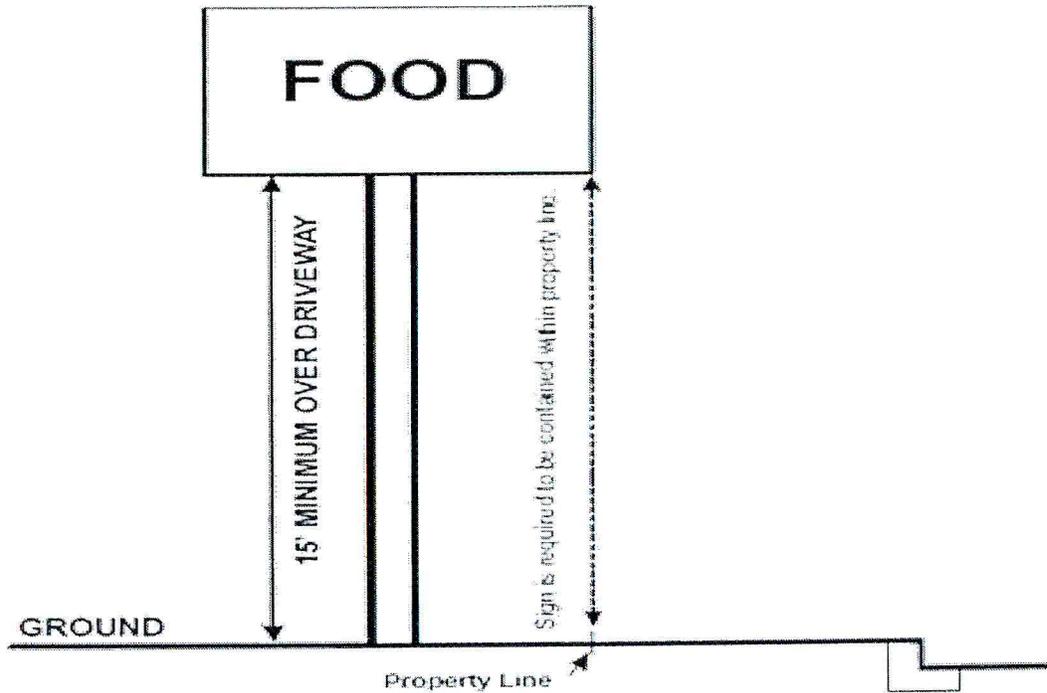
1. The total sign area of all signs on a single parcel may not exceed the maximum sign area permitted for any one parcel,
2. On a single parcel frontage, sign structures shall be erected at least one hundred fifty (150) feet apart.

D. No pole or post sign shall project over the public right-of-way or sidewalk. Pole signs erected over a private vehicular drive shall be erected so as to provide not less than fifteen (15) feet vertical clearance. .

(Ord. 775 (part), 2004; Ord. 576 (part) 1982; Ord. 503 (part), 1974; Ord. 427 § 1-50 (2), 1969).

## 13.44

# POLE SIGN



### Maximum Area of Sign Face(s):

Street frontage less than 100 feet: No Pole Signs permitted

Street frontage 100-150 feet = 50 square feet

Street frontage over 150 feet = 100 square feet

### Height:

Height of pole sign is restricted to the maximum height allowable by the applicable zoning district.

## CHAPTER 13.10 - GENERAL STANDARDS

**13.10.010 - Total advertising surface limitations.** The maximum, total exterior advertising surface permitted for any one lot or parcel shall be **three hundred (300) square feet**. A use permit may be granted by the Planning Commission to exceed the maximum sign area as provided in Chapter 13.68.(Ord. 775 (part), 2004).

### **13.10.020 - Advertising surface calculation.**

The "advertising surface (facing)" of a sign shall be either the area of the entire sign face, or, where individual signs letters and/or other components are mounted individually on a building wall, the area calculated by enclosing the extreme limits of all writing, logo, representation, emblem, or other display within no more than two (2) parallelograms or triangles. (Ord. 775 (part), 2004).

**13.10.030 - Sphere calculation.** In the case of a sphere of any type, only one-half thereof shall be considered the "advertising surface (facing)" unless the sphere may be observed on all sides by the public, in which event the entire surface area of said sphere shall be considered the "advertising surface (facing)."

**13.10.040 - Sign height.** No sign shall exceed the building height limits as set forth in each zone district as specified in Title 16 unless the proposed sign qualifies for an exception by use permit pursuant to Section 13.68.030

**13.10.050 - Sign height above public property.** Signs projecting over public property, if permitted, shall comply with the minimum standard set forth in the latest edition of the California Building Code and the California Electrical Code. In no event shall the clearance be less than ten (10) feet unless a use permit is obtained.

**13.10.060 - Height and area exceptions for embellishments.** Embellishments may extend above any height limitations imposed, or beyond any area limitation imposed, to an extent not more than ten (10) percent higher, or greater in area, than the limitations provided for the particular type of sign or advertising surface involved.

**13.10.070 - Illumination of signs.** Illumination of signs shall be permitted; provided, however, when reflectors, flood lights, or spotlights are used, they shall be installed, focused and maintained as to concentrate their illumination upon the sign face or outdoor advertising structure face and shall not cause glare upon the street or adjacent private property or cause sky reflected glare.

### **13.10.080 - Electric signs and outline lighting.**

All electric signs and outline lighting shall comply with Article 600 of the current edition of the California Building Code. A building permit and approval by the Building Official is required prior to the installation of any such electrical sign or outline lighting.

**13.10.090 - Quasi-public uses identification.** In addition to any other allowed signing, churches, schools, hospitals and other uses of a quasi-public nature, as determined by the Planning Director, shall be allowed one monument sign and one wall sign for which an application shall be required, but shall be exempt from the requirement of paying application and sign permit fees. However, the sign permit and review and approval process shall be required. Said monument sign shall not exceed eight (8) feet in height and the advertising surface shall not exceed twenty-four (24) square feet per side; the wall sign shall not exceed twelve (12) square feet in area. Both types of signs may be internally or externally illuminated.