City of Folsom
Community Development Department
50 Natoma Street
Folsom, California 95630
(916) 461-6202 Fax (916) 355-7274
PlanningEPC@folsom.ca.us

Uniform Sign Program Application (CD-P431)

Applicant Information

Name: _____ Phone: _____
Address: _____
Email Address: _____
Applicant Signature: _____ **Date**: _____

Property Owner Information

Name: _____ Phone: _____
Address: _____

Property Owner Statement

Property Owner Consent – I am the legal owner of record of the land specified in this application or am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application.

Property Owner Signature: _____ **Date**: _____

Uniform Sign Program Information

Name of Integrated Development: _____
Site Address: _____

Approval Section (For Staff Use Only)

Permit #: _____ Date: _____ Reviewer Name: _____ Title: _____	Approval Stamp Here

Uniform Sign Program Conditions:

1. Each tenant within an integrated development shall submit a Sign Permit application consistent with the Uniform Signage Program to the Planning Director for review and approval according to FMC Section 17.59.050(A). Additionally, prior to installation of any sign(s), the applicant shall first obtain any required Building Permits for the sign(s).
2. No sign within the integrated development shall be displayed except in conformance with the Uniform Sign Program and the City's current Sign Ordinance. In case of any conflict between the two provisions, the City's current Sign Ordinance shall prevail.
3. Any proposed changes in the program after approval shall be submitted to the Planning Director for review in the manner and pursuant to the standards of the City's current Sign Ordinance

City of Folsom
Community Development Department
50 Natoma Street
Folsom, California 95630
(916) 461-6202 Fax (916) 355-7274
PlanningEPC@folsom.ca.us

Uniform Sign Program Submittal Requirements

Permit Required: Each integrated development with multiple tenants in the City of Folsom is required to have a Uniform Signage Program (USP) to establish standards for consistency of sign type, number, location, logo and/or letter height, lines of copy, illumination, and color and material of signs within that development. The applicant shall submit the following information with the Community Development Department for review:

1. **Application Form** (Completed and signed)
2. **Application Fee:** $400.00 (See Current Fee Schedule)
3. **Uniform Sign Program** which includes:
    a. Process for sign review by the landlord and incorporate the City's requirements for obtaining a sign permit
    b. Sign Criteria for building-attached and freestanding signs for anchor tenants, tenants, freestanding buildings, as well as for the integrated development itself
    c. **NOTE**: The Uniform Sign Program shall be consistent with the standards set forth in the Folsom Municipal Code Chapter 17.59 (Signs)
4. **Other applicable material and information** as requested by the Community Development Director.

All applicants shall submit a complete set of digital files (PDF) online via the City's eTRAKiT online portal: https://www.folsom.ca.us/government/community-development/epermit-center

Apply for New Project → Project Type: **Sign Criteria Review**
Project SubType: **Uniform Sign Criteria Review**

Please reach out to PlanningEPC@folsom.ca.us for any questions about the application process.

Permit Review: The Planning Division shall review, approve, conditionally approve, or deny the Uniform Sign Program application for integrated developments, provided that such a program satisfy the following requirements:

1) FMC 17.59 (Signs) Consistency: The Uniform Sign Program is consistent with the City's currently adopted sign regulations (Folsom Municipal Code Section 17.59, Signs)
2) The Uniform Sign Program establishes standards for consistency of sign type, number, location, logo and/or letter height, illumination, colors and material of signs within the development

City of Folsom
Community Development Department
50 Natoma Street
Folsom, California 95630
(916) 461-6202 Fax (916) 355-7274
PlanningEPC@folsom.ca.us

MODEL UNIFORM SIGN PROGRAM
(SIGN CRITERIA)

The following Model Uniform Sign Program includes items and standards which should be incorporated into each individual Uniform Sign Program approved in the City.

Approval Authority and Process

a. Submittal requirements. PDF set of sign plans including the number, size, location, colors and materials, illumination, and construction details for all permanent signage proposed shall be submitted and authorized by the property owner/landlord for compliance with the Uniform Sign Program. Then, authorized sign plans shall be submitted, reviewed and approved by the Community Development Department for compliance with the City's current sign regulations and the Uniform Sign Program for the center.
b. No sign(s) shall be approved which is not in compliance with the approved Uniform Sign Program. Any sign application not in compliance with the Uniform Sign Program will require modification to the entire criteria. Modifications to the Uniform Sign Program require Community Development Department approval of a Uniform Sign Program in compliance with the City of Folsom's current sign regulations.
c. Permit Requirements. Sign Permit(s) and Building Permit(s) are required prior to placement, construction, erection, or modification of such signs, unless otherwise exempt by the City.

Wall/Building/Fascia Signs

May want to identify separate standards for major tenants, freestanding pad building, and/or tenants with more than one frontage. If so, distinguish on a site plan attached to the criteria. Provide an exhibit representing acceptable wall signs for the center or development.

a. Maximum number and location of wall signs permitted (signs may be located on any frontage which faces a street, mall, or parking lot, as long as the combined square footage does not exceed the maximum allowable sign area).
b. City's formula for calculating maximum allowable sign area (generally 1.5 square feet of signage for each lineal foot of primary building frontage, up to a maximum of 150 square feet).
c. Design performance for consistency throughout the center.
    1. Sign type (individual channel letters, canned sign, wooden sign, etc.)
    2. Materials
    3. Colors
    4. Illumination (type and level)
d. Parameters for consistency in sign dimension and location.
    1. Letter Height (standard, maximum and/or minimum – including maximum overall sign height if allowing more than one line of copy is allowed).
    2. Logo Height and Maximum Dimensions or Percentage of Total Sign Area

City of Folsom
Community Development Department
50 Natoma Street
Folsom, California 95630
(916) 461-6202 Fax (916) 355-7274
PlanningEPC@folsom.ca.us

3. Location (percentage of frontage – City standard is that sign length does not exceed 75% of the building frontage)

Freestanding Signs

May want to list separate standards for shopping center signs, especially if previously approved by the Planning Commission in excess of current standards (i.e., more than one sign was approved or monument sign(s) approved in excess of 60-square-foot maximum sign area). Attach exhibit(s) to criteria representing freestanding sign(s) requested or previously approved.

a. Number and location of freestanding signs (each integrated development is permitted one freestanding monument sign to be setback 5" from r-o-w – refer to attached site plan).
b. Sign Area and Height (maximum sign area of 60 square feet with 15-foot height limit to identify the name of the center, address, and tenants within the development.
c. Sign Design (Refer to sign exhibit for design, dimensions, materials, colors, and illumination).

Under-Canopy Signs/Projecting/Other Similar Type Signs

(if applicable)

a. Sign Number, Area and Location (City standard to exempt such sign is one sign, not-to-exceed 4 square feet, with a minimum 8-foot clearance above walkway).
b. Design Performance (specify uniform sign dimensions, materials, colors, and reference exhibit)

General Sign Regulations

a. Window sign specifications (City allows a maximum 25% window coverage, regardless of the content of the signs – business identification, accessory, promotional, etc.).
b. Sign specifications for temporary promotional signs (Banners attached to the building, fence or wall are allowed for a total of eight weeks/year and require Temporary Sign Permits to be approved by the Community Development Department.
c. List of prohibit signs (Portable, animated, and roof signs including, but not limited to A-frames, vehicle signs, inflatable signs, flags and banners located on roof).
d. Construction Maintenance of Signs. Signs shall be constructed in accordance with City Building Code, Uniform Sign Code, and applicable electrical code requirements, bearing City-issued sticker with Sign Permit number. Signs shall be maintained in good condition in accordance with the City Sign Ordinance and specifications listed herein.
e. Removal of signs. Upon vacancy, tenant shall remove sign and restore fascia to original condition within 90 days after such space has been vacated (or sooner as specified by the owner/landlord)