



# Town of Moraga

PLANNING DEPARTMENT  
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For Staff Use Only

File : \_\_\_\_\_

Deposit: \_\_\_\_\_

## SIGN PERMIT APPLICATION (ADMINISTRATIVE REVIEW)

ADDRESS OF PROJECT SITE: \_\_\_\_\_

ZONING: \_\_\_\_\_ APN: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPLICANT INFORMATION	OWNER INFORMATION
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NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

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

CITY/STATE/ZIP: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ARCHITECT / DESIGNER	OTHER PROJECT PROPONENT
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NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

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

CITY/STATE/ZIP: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**APPLICANT / OWNER AUTHORIZATION**

CHOOSE ONE:

- I am the property owner and hereby authorize the filing of this application.
- I am the applicant and am authorized by the owner to file this application.

By signing below the applicant acknowledges the Town of Moraga deposit account system and agrees to pay any additional charges that may be incurred beyond the initial deposit.

SIGNATURE & DATE: \_\_\_\_\_

**SIGN ORDINANCE COMPLIANCE WORKSHEET**

Sign Type (Check All that Apply):

- Permanent window signs (non-illuminated)
- Signs conforming to an approved master sign program
- Wall sign (50 square feet in area or less)
- Projecting sign
- Awning sign
- Portable sign
- Multi-story commercial building sign

(If the project includes a marquee sign, wall sign over 50 square feet in area, or monument sign, or the proposed sign uses internal illumination, then it will require review and approval of the a Design Review Board )

**Complete the table below.** Describe the sign type and location (e.g. “north, east, south, west wall, etc.”) and size of existing and proposed signs on premises. (Attach separate sheet if needed):

Sign Type	Proposed/ Existing?	Location of Sign	Dimensions (Height/Width/Depth)	Area of Sign (Square Feet)
			____(H) ____(W)____(D)	
			TOTAL	

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**General Sign Standards (Complete for All Applications):**

Aggregate area for all existing and proposed wall, monument, multi-story commercial building, window, awning signs: \_\_\_\_\_(SF) [Maximum Allowed: 150 square Feet]

Proposed Sign Lighting/Illumination Method : \_\_\_\_\_ [Note: Internally illuminated signs not permitted, except halo illumination; external light sources to be shielded and down directed]

Hours of Illumination: \_\_\_\_\_ [Note: Signs may only be illuminated during business operating hours].

Total Number of Signs Proposed: \_\_\_\_\_

Number of Frontages/Sides of Building on which Signage will be Placed: \_\_\_\_\_. [Signage may not be placed on more than two frontages of any single premise.]

**Standards for Specific Sign Types (Complete as Applicable):**

**Wall Signs**

1. Sign Area: [Maximum Allowed: 1 square foot for each linear foot of primary building façade, up to 100 square feet]
  - a. Total Square Footage of all Wall Signs: \_\_\_\_\_ square feet.
  - b. Length of primary building façade \_\_\_\_\_ feet
2. Maximum Height of Wall Mounted Signs \_\_\_\_\_ feet [Maximum Permitted Sign Height: 15 Feet, sign may not project above roof eave or parapet]
3. Maximum Projection of Sign from Building Face: \_\_\_\_\_ inches. [Maximum Permitted, 12 inches]

**Multistory Commercial Building Signs**

1. Number of Signs Per Building \_\_\_\_\_ [Maximum allowed: 1 Sign]
2. Sign Area: \_\_\_\_\_ square feet [Maximum Allowed: 100 square feet]

**Window Signs:**

1. Sign Area:
  - a. Window Area \_\_\_\_\_ square feet.
  - b. Sign Area as Proportion of Window Area: \_\_\_\_\_ % [Maximum Allowed: 20 percent]
2. Number of Signs
  - Length of Building Façade: \_\_\_\_\_
  - Number of Signs Proposed: \_\_\_\_\_ [Maximum one sign per 15 linear feet of building façade]

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3 Number of Signs of Each Design \_\_\_\_\_ [Maximum Allowed: two signs of the same design]

**Projecting Signs** (e.g. shingle signs)

Number of Signs \_\_\_\_\_ [Maximum one per business]

Sign Area \_\_\_\_\_ square feet [Maximum Allowed, 5 square feet]

Sign Height above finished Grade: \_\_\_\_\_ inches [Maximum Allowed: 7' 4" above finished grade]

**Awning Signs:**

1. Sign Area:

Awning Size \_\_\_\_\_ sf

Area of Awning Occupied by Signage \_\_\_\_\_ percent [Maximum 30 Percent]

Number of Identical Signs \_\_\_\_\_ [Maximum Allowed: No more than two identical Signs per frontage]

Height of Sign Above Finished Grade: \_\_\_\_\_ inches [Maximum Height Allowed: 8 feet above finished grade]

**Portable Signs (e.g. A-Frame Signs)**

Sign Area: \_\_\_\_\_ sf [Maximum Allowed, 6 square feet per face, maximum two faces]

Sign Height \_\_\_\_\_ inches [Maximum Allowed: 4 feet/48 inches]

Number of Signs Proposed \_\_\_\_\_ [One per Premises]

Sign Materials: \_\_\_\_\_

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[APPLICATION CONTINUES ON FOLLOWING PAGE]

## SUBMITTAL REQUIREMENTS

Carefully review the submittal requirements listed below. Please be advised that an incomplete application may be returned to the applicant with no action taken. Some specific types of information may not apply to your particular project and some items may only be required in certain circumstances.

- Completed application form and the appropriate fee or deposit.
  - Plans: Three copies of plans, printed at minimum 11 x 17 inches in size. Plans shall include the following as applicable)
    - :
  - Title Block on each sheet:
    - Project name, address and assessor parcel number of the property.
    - Date(s) the plans were prepared and/or revised.
    - Name and telephone number of the applicant.
    - Name and telephone number of the person preparing the plans.
  - Project Plans, drawn to scale, and containing the following information.
    - Location of all existing and proposed signs, indicated on building elevations
    - Dimensioned drawings of each sign, in color. Dimensions should include total sign area, lettering/font height, and dimensions of logos or other non-text elements.
    - For projects proposing multiple signs, total sign area should be calculated and tabulated
    - Proposed sign illumination, if any
    - Sign materials should be clearly indicated with plan notes or call-outs
    - Site Plan indicating existing buildings, parking and circulation areas
    - For Free-Standing/Monument Signs, site plan shall indicate proposed setback or distance from nearest property lines.
  - Color and Materials Palette
  - Photographs and/or Renderings
    - a. One or more color photographs of the building, and any existing tenant signage.
    - b. For sites that are visible from the Town's scenic corridors, a photomontage may be required at the discretion of the Planning Director, showing an accurate rendering of the building and signs as they will appear from the scenic corridor roadway.
  - Landscape Plan: If landscaping is required, the submittal shall include the following:
    - a. A planting plan, irrigation system plan, plant size and specification list and details for staking of the plants and irrigation specifications.
    - b. The landscape plans shall be certified by a registered landscape architect as to professional adequacy.
    - c. A maintenance contract must be executed between the owner and a licensed landscape contractor to extend a minimum of eighteen (18) months after installation of the landscaping and a copy of the maintenance contract shall be filed with the Town prior to release of the building permit for the sign.
    - d.
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