



# Commercial Project Notification Sign Specifications

Yountville Municipal Code (YMC) Section 17.180.040 Notice of Hearing requires that notification signs be installed on the sites of proposed commercial projects. The Town of Yountville prides itself on providing enhanced opportunities for public input into all aspects of the operations of the Town. Enhancing the notice of proposed commercial projects to potentially affected property owners and the public through an additional form of notice, allows for improved public input on the project design and approval process. The below sign specifications provide detailed information regarding required signs, their content, and placement.

**1. Projects that Require Notification Signs:** Most projects submitted to the Planning Division will require the installation of project notification signs. The Ordinance identifies general categories of projects that require such signs; Major Projects and Minor Projects. The types of projects included in each of these categories are listed below:

- a. Use permit or change of use
- b. Use permit amendment
- c. Use permit & variance extension
- d. Variance, adjustment or exception
- e. Design review
- f. Design review extension and amendment
- g. Rezone
- h. Preliminary Development Plan
- i. Master Development Plan
- j. Other improvements, determined by the Planning Officer to be minor or incidental in conformance with 17.144.040 of the YMC.

**2. Sign Specifications:**

- a. The sizes of sign required for each project shall be a two (2) foot by three foot sign billboard-type sign, no more than six (6) feet in height.
- b. All signs shall be constructed of durable, weather-resistant materials.
- c. One sign per project site is required.
- d. Signs must be located between five (5) and ten (10) feet from the front property line in a location that is clearly visible from the adjacent street. In an existing building, the Building and Planning Director may allow window signage instead of freestanding signage based upon the circumstances.

- f. Message on signs: A maximum of 75 percent of the sign area must be used to provide a general description of the proposed project (e.g., the size and type of the commercial/industrial building, proposed use, etc.), the application type, the name of the project applicant, and the date, time and location of the public hearing. A QR code linking to the Town's online Agenda Center must also be included (see example on page 3). The remainder of the sign (at least 25 percent) must be used to advise the public of the availability of additional information about the project by including the following language: *For more information about the proposed project, please contact the Town of Yountville, Planning & Building Department, 6550 Yount Street, Yountville, CA 94599, (707) 944-8851.*

### **3. Sign Installation and Maintenance:**

- a. Prior to installation of a Commercial Project Notification Sign, plans for the sign shall be submitted to and receive approval from the Planning & Building Department. The plans shall include the following:
  - i. Detailed elevation of the sign, showing the proposed sign size, materials, colors and proposed wording, including letter height and font.
  - ii. Site plan showing the location on the property where the sign will be installed.
  - iii. Installation details showing a cross section through the sign and other installation information including materials and means of affixing to the ground or window.
- b. Signs are required to be installed a minimum of 10 days prior to the date of the public hearing or project approval by the Planning & Building Department. Signs must remain on the project site until the Town renders a decision on the project and the 10-day appeal time has expired (or if appealed to the Town Council, that they have finalized their decision). Signs are required to be removed 7 days after the final decision (either original decision or the appeal decision) on the project has been rendered.
- c. All signs must be well maintained throughout the review and approval process.
- d. The project applicant must submit a signed affidavit that states the property sign has been installed consistent with the terms of the ordinance and these standards along with a photo of the sign on-site. A copy of that affidavit is attached to this form. No project approvals may be granted sooner than 10 days following receipt of the affidavit.

## Sample Project Identification Sign



\*The sample QR code links to <https://townofyountville.primegov.com/public/portal?fromiframe=1> for online agenda access. Please contact the Planning Division for additional questions about QR code use or generation.