

Commercial Project Notification Sign Specifications

Yountville Municipal Code (YMC) Sections 17.136.040 notice of hearings & 17.144.040 Matter exempt from design review, requires that signs to 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, will improve public input into the project design and approval process. This sign specification will provide detailed information regarding the required signs, their content and placement.

A. Projects that Require Notification Signs:

Types of Projects that Require 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:

1. Use permit or change of use
2. Use permit amendment
3. Use permit & variance extension
4. Variance, adjustment or exception
5. Design review
6. Design review extension and amendment
7. Rezone
8. Preliminary Development Plan
9. Master Development Plan
10. Other improvements, determined by the Planning Officer to be minor or incidental in conformance with 17.144.040 of the YMC.

B. Sign Specifications:

1. Sign Size: The sizes of sign required for each project shall be a two (2) foot by three (3) foot sign billboard-type sign, no more than six (6) feet in height.
2. Sign Material: All signs shall be constructed of durable, weather-resistant materials.
3. Number of Signs per Site: One sign per project site is required.
4. Sign Locations: 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.
5. 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 commercial/industrial building, proposed use etc.) and the name of the project applicant. The remainder of the sign (at least 25 percent) must be used to advise the public of the availability of additional information about project by including the specific following wording:

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. **See attached example.**

The sign message must be written in a manner that is easily understood and clearly readable from the adjacent street right of way.

C. Sign Installation and Maintenance:

1. Submittal of Plans: 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.
2. Timing of Installation and Removal: Signs are required to be installed a minimum of ten (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 seven (7) days after the final decision (either original decision or the appeal decision) on the project has been rendered.
3. Maintenance of Signs: All signs must be well maintained throughout the review and approval process.
4. Documentation: 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 ten (10) days following receipt of the affidavit.

Sample Project Identification Sign

OAK TREE PLACE

**A proposed 5000 square foot commercial building,
by ABC Development Inc., which will house general retail use
is proposed for this site.**

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.