



APPLICATION CHECKLIST

SIGN IMPROVEMENT PROGRAM

What is the Sign Improvement Program? The Sign Improvement program was created to assist property owners in commercially-zoned areas of the City to enhance and improve their existing signage. The program provides funding to approved projects to assist with the redevelopment of eligible property. The City can provide up to \$5,000 for Sign Improvements as matching funds. Each property, as determined by the director, is limited to a maximum of two sign grants.

What types of improvements are eligible? Eligible improvements are limited to new signage allowed by the Zoning Code, such as monument signage or building signage. **Signs shall be designed to be superior in design. Architectural detailing must be provided on all sides. The base should be constructed of architectural quality materials (e.g. stone, brick, etc.). See attached sign examples.**

NOTE: Any improvement completed prior to staff approval is not eligible for funding. Certain businesses are excluded from participating, such as Public Assembly Uses, Residential Uses, Uses prohibited by the Zoning Code, Businesses that do not meet the definition of small business and Personal Services–Restricted as referenced in the Zoning Code. Personal Services-Restricted include but are not limited to: Check Cashing, Tattoo Parlors, and Liquor Stores. These uses may be allowed as part of a larger project and subject to Community and Economic Development Director approval.

Sign Improvement Program Process.

1. A prospective Applicant should contact staff to determine if their property is eligible for program consideration.
2. If the property is eligible, the Applicant can submit the required application to the City for review. A preliminary design and three (3) bids for the proposed project is recommended to accompany the application, but not required.
3. Staff will review the bids and the proposed design for consistency with the applicable design standards and Zoning Code.
4. Staff will issue a letter of eligibility to the Applicant, indicating that the project design and cost estimate is eligible for funding and conforms to City Standards.
5. Applicant will obtain required building permit, and/or other permits as required.
6. Applicant will construct approved sign improvements and upon completion, submit paid invoices for all agreed upon work to the City for review.
7. City will verify improvements and provide Sign Improvement Covenant to the Applicant.
8. City will record signed Sign Improvement Covenant and disperse funds within 10 days of recordation to the Applicant

Note: The Covenant will require the improvements to be maintained for a minimum of three years. Payment will not be issued until the improvements have been completed as approved and the Covenant has been recorded.

Application Submittal

To apply for the Sign Improvement Program provide the following items:

1. One (1) copy completed application form
2. If available, provide the design and cost estimate for the proposed sign. A sign design and cost estimate can also be submitted after application approval. **But under no circumstances should an applicant start fabrication of their sign before application approval.**
3. Copies of at least three (3) Bids
4. Preliminary Title Report (Property Owners) and/or Copy of Lease agreement (Two year minimum required)

Please feel free to discuss your application with Devon Rodriguez, Development Specialist, at (916) 727-4745 or visit the office located at 6360 Fountain Square Drive, Citrus Heights, CA 95621.

www.revitalizeCH.net

www.citrusheights.net



UNIVERSAL APPLICATION FORM

CITY OF CITRUS HEIGHTS ♦ PLANNING DEPARTMENT

www.citrusheights.net

6360 Fountain Square Drive ♦ Citrus Heights, CA 95621 ♦ (916) 727-4740

Proposed Project Name (Print or type) _____

Address of Project _____

Total Land Area _____ Assessor's Parcel #'s _____

Acreage, Gross Floor Area, No. of Living Units, (if applicable) _____

Project Description _____

Application Entitlement Type(s): _____

APPLICATIONS MUST BE SUBMITTED IN PERSON - ORIGINAL INK SIGNATURES ARE REQUIRED

Owner's Authorization: (If the applicant is not the property owner of record), I authorize the Applicant to file this application and to represent me on all matters concerning the application.

PROPERTY OWNER (print or type)

Name _____ Signature _____ Date _____

Company Name _____ Day Phone _____

Address _____ City _____ State _____ Zip Code _____

APPLICANT (print or type)

Company Name _____ Day Phone _____

Address _____ City _____ State _____ Zip Code _____

Name _____ Signature _____ Date _____

E-Mail _____

DEVELOPER (print or type)

Name _____ Signature _____ Date _____

Company Name _____ Day Phone _____

Address _____ City _____ State _____ Zip Code _____

Designated Primary Contact Person if Different than Applicant. (print or type)

Name _____ Day Phone _____

Address _____ City _____ State _____ Zip Code _____

E-Mail _____

City Use Only:
Approving Authority: _____ Current Zoning _____
Date received: _____
Fees paid: _____
Receipt Number: _____
File Number(s) _____



Examples of Eligible Sign Improvements

Citrus Heights Commercial Sign Improvement Program

