



**City of Cotati
Community Development
Department**
201 W Sierra Avenue
Cotati, CA 94931
(707) 665-3636
permits@cotaticity.gov

DEPARTMENT USE ONLY	
PA #:	_____
Filing Date:	_____
Receipt No.:	_____
Received by:	_____
Associated PA #s:	_____
Environmental Review:	<input type="checkbox"/> Required <input type="checkbox"/> Exempt

SIGN PERMIT APPLICATION

New Replacement Temporary

Sign permit applications are filed with the Community Development Department. Only applications with all required submittal items will be accepted. Applicants should contact the Department regarding any questions about the application requirements prior to submittal.

Business Information:

Business Name: _____
Project Site Address: _____
Assessor's Parcel Number(s): _____

Applicant Information:

Contact Name/Organization: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email Address: _____

Property Owner Information (if different from applicant):

Contact Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email Address: _____

Provide a description of the requested sign(s) (type, materials, illumination, etc.) as well as lengths of building and tenant frontages:

If a temporary sign permit is requested, state the dates that the sign is proposed to be displayed.

Proposed Sign Information:

Number of signs requested: _____ Number of signs existing: _____	
Total sqft of existing signs: _____ Total sqft of proposed signs: _____	
Location of existing signs: _____ Location of proposed signs: _____	
Length of primary frontage: _____ Length of secondary frontage (if any): _____	
Type (Indicate Free Standing, Attached, Awning, Window, Other)	Description
Type: Location:	Size Height _____ Length _____ Depth _____ Sq. Ft. _____ Height Above Grade _____ Letter Height _____ Material Background _____ Letters _____ Background Letters _____ Illuminated? <input type="checkbox"/> Yes <input type="checkbox"/> No
Type: Location:	Size Height _____ Length _____ Depth _____ Sq. Ft. _____ Height Above Grade _____ Letter Height _____ Material Background _____ Letters _____ Background Letters _____ Illuminated? <input type="checkbox"/> Yes <input type="checkbox"/> No
Type: Location:	Size Height _____ Length _____ Depth _____ Sq. Ft. _____ Height Above Grade _____ Letter Height _____ Material Background _____ Letters _____ Background Letters _____ Illuminated? <input type="checkbox"/> Yes <input type="checkbox"/> No

ADDITIONAL REQUIRED SUBMITTALS

Confirm with City staff which submittals are required. All submittals must be in digital .pdf format.

- To-scale Site Plan with all dimensions shown, including sign locations and sizes.
- To-scale Elevation and Landscape Plans with all dimensions shown, including sign locations and sizes.
- Color rendering or photo of proposed sign(s)

AGREEMENTS

PLEASE READ EACH STATEMENT AND CHECK EACH BOX BELOW INDICATING CONSENT

COPYRIGHT MATERIALS RELEASE To the extent that your application submittal packet includes plans or drawings prepared by a licensed, registered or certified professional, as defined pursuant to the California Health and Safety Code Section 19851 or Business and Professions Code Section 5536.25, such as a licensed engineer, architect or other design professional, the City must first obtain the signature release and permission of said professional prior to publication or reproduction of any such plans or drawings. Such drawings and plans may also be protected by copyright laws. The City of Cotati hereby requests permission to reproduce and publish plans and drawings submitted with your application packet for purposes of more effectively and efficiently facilitating the entitlement review process, including making plans and drawings available on the City's website for public review and providing electronic reproductions to the City's review authorities. The purpose of this request is limited solely to the purpose of facilitating the timely review of this application, and the plans and drawings will not be utilized by the City for other purposes. To assist the City in this process, please provide below the signatures of all of those who have prepared plans and drawings to be submitted with this application.

Architect/Designer Name: _____

Email Address: _____ Phone: _____

Architect/Designer's Signature _____

INDEMNIFICATION AGREEMENT The Applicant agrees to defend, indemnify, and hold harmless the City of Cotati, its agents, officers, council members, employees, boards, commissions and committees (collectively, the "Indemnitees"), from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul any approval of the applications or related decision, or the adoption of any environmental documents or negative declaration which relates to the approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be incurred by the City or awarded to the prevailing party arising out of, or in connection with, the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the Indemnitees. If for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of this agreement shall remain in full force and effect and shall be interpreted to allow the broadest indemnity allowed by law. In the event that applicant is required to defend the Indemnitees in connection with any such claim, action or proceeding, the City shall retain the right to (i) approve the counsel to so defend the Indemnitees, (ii) approve significant decisions concerning the matter in which the defense is conducted, and (iii) approve any and all settlements, which approvals shall not be unreasonably withheld by City. The City of Cotati shall have the right to appear and defend its interest in an action through the City Attorney or outside council.

ELECTRONIC/DIGITAL SIGNATURE DISCLOSURE I understand and agree that (i) electronically signing and submitting any document(s) to the City of Cotati legally binds me in the same manner as if I had signed in a non-electronic or non-digital form, and (ii) the electronically stored copy of my signature, any written instruction or authorization and any other document provided to me by the City of Cotati, is considered to be the true, accurate and legally enforceable record in any proceeding to the same extent as if such documents were originally generated and maintained in printed form. I agree not to contest the admissibility or enforceability of the City of Cotati's electronically stored copy of any other documents. By using the system to electronically sign and submit any document, I agree to the terms and conditions of this Electronic/Digital Signature Disclosure.

I am the applicant or legally authorized representative and have read this information and agree with all of the above. I further certify that all of the information included in this application is correct.

Applicant's Signature: _____ Date: _____

PROPERTY OWNER'S CONSENT I declare under penalty of perjury that I am the owner of said property or have written authority from property owner to file this application. I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.

Property Owner's Signature: _____ Date: _____