

Permit Application Requirements

A sign application may be obtained from the Community Development Department. The following information, is required:

1. Site plan and elevations showing the existing building(s), location and size of existing and proposed sign(s).
2. Scale drawings of proposed sign(s) indicating dimensions, style, colors and materials.
3. Materials samples, if appropriate.
4. Construction details, if applicable.
5. Photographs showing the location(s) of proposed sign(s).
6. If ARB is required, submit eight sets of plans and one reduced copy (8 1/2" x 11"). If ARB is NOT required, submit three sets and one reduced copy.
7. If ARB is required, submit mailing labels.
8. Deposit of \$535 or \$950 (w/ARB). Please note that the City charges 100% of processing costs to the applicant. Prior to receiving the permit, the applicant shall reimburse the City for all permit processing costs.

Community Development Department Mission Statement

The Community Development Department will provide proactive customer service to ensure that the physical development of the community enhances Carpinteria's small beach town character. In partnership with the community, we will promote a high quality of life by consistently and fairly enforcing regulations to preserve neighborhoods, achieve well-designed buildings, and contribute to a safe, healthy, livable and economically prosperous environment.



City of Carpinteria

**Community Development Department
5775 Carpinteria Avenue
Carpinteria, CA 93013
Phone (805) 755-4405
Website: www.carpinteria.ca.us**

SIGN AND BANNER REGULATIONS

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Sign Regulation

The Community Development Department is responsible for the approval of sign permits in compliance with the Sign Regulations of the Carpinteria Municipal Code.

The primary function of regulating signage is to implement standards for signs to promote the general welfare and public interests of the community, including consideration of public safety, consistency with the Coastal Plan General Plan, aesthetic compatibility, economic vitality and the prevention of false representation.

Other than those specific signs described below, all signs, graphics, murals and the like, whether permanent or temporary, must be permitted by the Community Development Department. When a sign is installed without a permit, the Code Compliance Division works to gain voluntary compliance. A fine may also be charged.



Signs Not Requiring A Permit

The following signs do not require a permit:

1. Open, Closed, For Rent, Vacancy, No Vacancy, No Trespassing and Tow Away signs. One sign of not more than six square feet per legal parcel, located on **private property**.
2. Political Campaign Signs, Open House and Garage Sale signs **on private property**, not to exceed six square feet, but shall be removed 24 hours following the event.

3. Real Estate and Construction Signs denoting the architect, engineer or contractor, **when placed upon the property** for sale or work under construction, not collectively exceeding 16 square feet in area.
4. Window Signs placed inside the window of a business, or painted on the window glass, **not to exceed six square feet** total and not to exceed two such signs at any one time.
5. Temporary Balloon Displays.
6. Banners not exceeding 30 square feet, **five days** (or portions thereof) per calendar month.
7. Repainting of signs without a design change, replacement of damaged panels with identical panels, changing messages on an approved marquee or changeable copy sign, or cleaning of a sign, provided that no structural change is made in the sign.

Prohibited Signs

The following signs are prohibited throughout the City:

1. Animated signs; a sign with real or simulated motion, whether by flashing lights, rotation, sequencing of images or movement of any parts of the sign.
2. Open and/or unshielded light bulb signs.
3. Roof signs, or any signs extending above the primary roof line or roof eave, unless no other location exists on the site for proper identification.
4. Off-premises signs; any sign located on a different legal parcel or in the right-of-way.
5. Mobile signs; any sign placed on vehicles in such a way that the vehicle could not be safely driven with the sign in place.

Design Review –Architectural Review Board

Per Municipal Code §2.36.070, *The elements of design consideration shall include but not necessarily be limited to the exterior appearance of buildings, structures, signs, lighting, street furniture, landscape planting, site development and other outdoor appurtenances.*

Banners

A business may utilize promotional materials such as a banner or flag to advertise a special sale, new service or goods sold or grand opening, beyond the five days or portions thereof per month.

A banner permit application must be submitted with the fee of \$30. Only one banner at a time, no larger than 30 square feet, for no longer than 30 consecutive days. Four banners are permitted per year.



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