



**CITY OF HOLLISTER
 DEVELOPMENT SERVICES DEPARTMENT
 375 FIFTH STREET
 HOLLISTER CA 95023
 (831) 636-4360 (Phone) (831) 634-4913 (Fax)**

ADMINISTRATIVE SIGN PERMIT APPLICATION

FOR OFFICE USE ONLY

Date Filed _____ **Receipt #** _____

Application Fee _____ **Application #** _____

INSTRUCTIONS. As directed by a City Planner, use this form to apply for an Administrative Sign Permit for the following types of signage:

- Wall Sign
- Awning
- Canopy Sign
- Projecting/Blade Sign
- Hanging Sign
- Pedestrian Sign
- Temporary Banner (up to 20-days per approval; no more than 4 Temporary banner approvals in 1 calendar year)

Note [Section 17.20.060](#) for signs which are **EXEMPT** from Administrative Review, including:

- Window Signs (may not exceed 25% of visible area of window)
- Directional/Parking Signs not exceeding 6 SF in total area
- Holiday Promotional Signs

Note the following non-administrative signs, which require a **SEPARATE APPLICATION**:

- Residential Subdivision Signs
- Freestanding Signs

FEES. Application fees are due when you file the application. \$120.00 for the first sign, \$26.00 per each additional sign, plus the 7.5% Citywide Planning Fee.

Make checks payable to: *City of Hollister*

APPLICATION PACKAGE. Provide this original wet signed form (no photocopy) plus:

- Application Fee
- Plan Sets
 - a. 4 color copies (no greater than 11" x 17")

Plan Sets should include the following:

- PHOTOGRAPHS of:
 - Existing on-site buildings
 - Tenant and building signs
 - Adjacent buildings
- SITE PLANS, including:
 - SITE PLAN, line-drawn to scale, containing the following information:
 - Location of all existing and proposed signs
 - Existing buildings, parking and circulation areas, adjacent streets
 - Line-drawn elevations showing proposed sign area, dimensions, colors, materials, graphic illustration, and methods of illumination and attachment
- An electronic copy of the application package
 - a. May be submitted on a USB or via email to planning@hollister.ca.gov with the subject "Administrative Sign Permit Application Submittal – Property Address"

1. APPLICANT INFORMATION		
Applicant Name		
Mailing Address		
City	State	Zip
Phone	Email	
Property Owner Name		
Mailing Address		
City	State	Zip
Phone	Email	
2. PROPERTY INFORMATION		
Site Address		
Assessor Parcel Number(s)		
Zoning District	General Plan Designation	
3. PROPOSED SIGNAGE INFORMATION		
3a. Briefly describe the sign project. Indicate the number of signs, the dimensions and total area of each sign		
Please consult Sections 17.20.090 Temporary Signs , 17.20.100 Signs in residential zoning districts , 17.20.110 Signs in mixed-use zoning districts , 17.20.120 Signs in commercial/industrial zoning districts , 17.20.130 Signs in public facility/institutional zoning districts , for relevant sign regulations by Zoning District.		
3b. (For Temporary Sign Only) Dates of Temporary Use. 20-days maximum.	From:	
	To:	
3c. SIZE OF PROPOSED ATTACHED SIGNS		
Number of Attached Signs	Proposed #:	Existing #:
Occupancy Frontage (Feet)	Proposed Total Sign Area (SF)	

4. SIGNATURES

Applicant

As part of this application the applicant hereby agrees to defend, indemnify and hold harmless the City of Hollister, its Council, boards and commission, officers, employees, volunteers and agents from any claim, action, or proceeding against the City of Hollister, its Council, boards and commission, officers, employees, volunteers and agents, to attack, set aside, void or annul an approval of the application or related decision, including environmental documents, or to challenge a denial of the application or related decisions. The applicant’s duty to defend, indemnify and hold harmless shall be subject to the City promptly notifying the applicant of said claim, action or proceeding and the City’s cooperation in the applicant’s defense of said claims, actions or proceedings. The City of Hollister shall have the right to appear and defend its interest in any action through the City Attorney or outside counsel. The applicant shall not be required to reimburse the City for attorney’s fees incurred by the City Attorney or its outside counsel if the City chooses to appear and defend itself in the litigation.

By Signing Below, I hereby certify that the application I am submitting, including all additional required information, is complete and accurate to the best of my knowledge. I understand that any misstatement or omission of the requested information or of any information subsequently requested may be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem property by the City of Hollister.

Wet Signature of Applicant Date: (MM/DD/YYYY)

Property Owner

By signing below, I hereby certify under penalty of perjury, that I am the owner of record of the property described herein and that I consent to the action requested herein. All other owners, lenders or other affected parties on the title to the property have been notified of the filing of this application. Further, I hereby authorize City of Hollister employees and officers to enter upon the subject property, as necessary to inspect the premises and process this application.

In order to facilitate the public review process, the City requires that property owners agree to allow any plans or drawings submitted as part of the application to be copied for members of the public. Property owner(s) hereby agree to allow the City to copy the plans or drawings for the limited purpose of facilitating the public review process.

Wet Signature of Property Owner Date: (MM/DD/YYYY)

IMPORTANT: Submit this form with original wet signatures (not a photocopy) to the City.