



Butte County Department of Development Services

PERMIT CENTER

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FORM NO

PLG-04

SIGN APPLICATION GUIDE ([BCC §24-98 ET SEQ.](#))

Sign permit applications provide Butte County officials with an opportunity to review and determine whether a proposed sign will meet County sign regulations found in Butte County Zoning Code. Sign regulations are intended to appropriately limit the type, size, height, placement and design of signs to ensure that the scenic qualities of the County are preserved, and to minimize potential hazards caused by distracting signs, while also promoting favorable economic and business conditions

Signs include any device, structure or fixture designed or used to attract attention to an object, person, institution, business, product, service, event, or location by any means, including words, letters, figures, designs symbols, fixtures, colors, illumination, or projected images. There are a wide range of signs types that could be used display a message that may not require a permit, such as directional signs, garage sale signs and temporary signs, among others. To determine whether a sign may or may not require a permit, please contact the Butte County Development Services Department.

Most signs that require a permit will typically require a building permit prior to installation to address structural issues. The applicant is responsible for obtaining a building permit from the Butte County Building Division. Please contact Building staff to discuss the building permit review process, and to determine what materials and fees will be required.

APPLICATION SUBMITTAL REQUIREMENTS

The following information is required for a complete application. The applicant should discuss the application submittal requirements with Planning Division staff prior to submittal. Additional information may be required in order to clarify, correct or supplement the information below. Please contact the Planning Division of the Department of Development Services if you have any questions about these requirements.

1. **Sign Permit Application ([PLA-10](#))**. Completed and signed.
2. **Agent Authorization Form ([DPL-2](#))**. If the application is signed by an agent for the property owner of record, or by an applicant other than the property owner of record, an agent authorization form must be submitted along with the application.
3. **Application Filing Fees**. A fee of **\$187.44** must be provided at the time of application submittal. An additional fee of **\$111.00** may be collected on behalf of the Environmental Health Division. Please consult with Planning Division staff prior

to application submittal to determine filing fees. Please make checks payable to: "Butte County"

4. **Property Ownership Verification.** To verify ownership of the subject property, a current Grant Deed to the property must be provided. In some circumstances, a Preliminary Title Report (less than 6 months old) may be provided in-lieu of a deed.
5. **Site Plan.** One copy of a site plan drawn to scale (i.e. 1"=20'), with scale noted. All site maps shall be drawn on uniform size sheets no greater than 11"x17". The site plan shall include the following information:
 - a. **Vicinity Map.** Show north arrow, the location and boundary of the project site, major cross streets and the existing street pattern in the vicinity.
 - b. **Information Table.** Include the following information:
 - i. Name of property owner.
 - ii. Location of the subject property, including Assessor Parcel Numbers and site address (if assigned).
 - iii. Name of site plan preparer and date.
 - iv. General Plan and Zoning designations.
 - v. Size of property including gross & net lot area (square feet and acres).
 - c. **Property Boundaries.** Show existing and proposed property lines with dimensions; right-of-ways and easements with the noted size, type and sufficient recording data to identify the conveyance (book and page of official records).
 - d. **Buildings and Setbacks.** Location of the proposed and existing signs, as well as the locations, dimensions and use of all existing structures on the property, including decks, sheds, and carports. Show the dimensions of setbacks from property lines and between structures. Indicate whether any signs or structures are proposed to be removed.
6. **Sign Plan.** Plans shall be drawn to scale with dimensions, total sign area, colors, materials, sign copy, font styles, illumination method, and any other details for all proposed signs. Show dimensioned location and mounting details of signs on building elevations, and include the type and location of all signs on the site plan.

REVIEW FOR COMPLETENESS

Once an application for an administrative permit has been submitted and fees collected, staff will perform an initial application review for completeness within the first 10 days following submittal. Should the application be found incomplete, the applicant or designated agent will be contacted and advised on what additional items must be submitted before processing may continue. As part of the review, staff may refer the application to any public agency that may have an interest in the proposed project. Requests for additional information by these agencies will cause the application to be deemed incomplete.

ENVIRONMENTAL REVIEW

Signs that require approval by the Zoning Administrator are considered a ministerial project which would, in most cases, be exempt from the California Environmental Quality Act (CEQA) review process. Freeway, freestanding, and off-site signs adjacent to residential zones require approval of a Conditional Use Permit by the Planning Commission and are considered a discretionary action, subject to CEQA. Staff will review your application to determine if the project is statutorily or categorically exempt from CEQA, or if further environmental review is required. If the project is not exempt from CEQA, then an initial study will be prepared.

DECISION/DETERMINATION

The Zoning Administrator will review and approve most permit applications, if it's found to be in compliance with the requirements of the County's Sign Ordinance. If the proposed sign is required to go before the Planning Commission for review, the decision will be discretionary and may be approved, approved with conditions, or denied. A decision by Zoning Administrator will generally be made within 30 days following the determination of a complete application. If the application is brought before the Planning Commission, a decision could be made in 90 days.

APPEAL

Any decision by the Zoning Administrator may be appealed to the Planning Commission, whereas, a decision by the Planning Commission may be appealed to the County Board of Supervisors. An appeal of the Zoning Administrator's decision must be filed in writing to the Butte County Development Services Department by 5:00 pm on the tenth day following the date the decision was rendered, together with all required fees. If the tenth day falls on a weekend or a County holiday, the appeal must be filed by 5:00 pm on the next day on which the office is open for business.

An appeal of the Planning Commission must be filed with the Clerk of the Butte County Board of Supervisors no later than 4:00 pm on the tenth day following the decision of the Planning Commission. If the tenth day falls on a weekend or a County holiday, the appeal must be filed by 4:00 pm on the next day on which the office is open for business.

Once an appeal is filed, any decision on the application is suspended until the appeal is processed and a final decision is rendered by the applicable review authority.

PERMIT EXPIRATION

A permit for a sign must be exercised within 2 years following the date of approval, or it will expire and become void. The permit will be considered exercised when either a building permit is issued and construction has commenced or the permittee notifies the Department of Development Services in writing when the sign is established. A one-year time extension may be granted by the Zoning Administrator, if the applicant submits a written request for an extension no later than 10 days before the expiration of the permit, and there is sufficient evidence to demonstrate why the permit should be extended.