



# SIGN DESIGN REVIEW REQUIREMENTS

Community Development Department  
300 First Street  
Woodland CA 95695  
(530) 661-5820  
www.cityofwoodland.gov

THIS HANDOUT IS A SUMMARY OF REQUIREMENTS  
Reference Chapter [17.72](#) of the Woodland Municipal Code for  
further requirements.

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**Prior to installation of any exterior sign, the following items are required:**

1. Design Review application approved by the Planning Division.
2. Building Permit approved by the Building Division.

**APPLICATION SUBMITTAL REQUIREMENTS**

Applications must be completed as listed below to the satisfaction of the Community Development Department before being accepted. To facilitate streamlined processing, please provide the Building Permit application items with the Design Review submittal.

**Design Review Application:**

- General Application Form (for Design Review)
- Letter of Agency form, signed by the property owner and notarized
- Required Planning Application Fee: (Verify current fee with City Planning Staff)
  - Checks made payable to the City of Woodland
- Name of Shopping Center, Subdivision or Project
- Name of Tenant
- Project Description (i.e. 3 wall signs, 1 monument sign, etc.)
- Color photograph of the project site and business
- *Sign Plan, drawn to scale, indicating:*
  - Dimensions of sign(s) – height, width, depth, etc.
  - Total sign area, including type and square footage of all existing and proposed signs
  - Materials and Colors
  - Type of Illumination proposed
- *Site Plan, drawn to scale, indicating:*
  - Property lines, building location(s) and setbacks
  - Location of proposed and existing signs (if applicable)
  - Linear feet of building, leased space, and/or street frontage
  - Location of adjacent buildings (if applicable)
  - Elevation at base of sign and adjacent street elevation
- *Building Elevation Plan (for wall signs only), drawn to scale, indicating:*
  - Location of proposed and existing signs, labeling each elevation (east, west...)
  - Dimensions of sign(s), building (height, width, linear frontage), and placement of sign on the building (i.e. distance from roof line)

**Building Permit Application:**

- Building Permit Application Form
- Footing detail, detail showing attachment to structure, an electrical detail, and engineering calculations (if applicable)
- Certificate of Compliance for Sign Lighting (Title 24 Energy Calculations)

### **PROHIBITED SIGNS (INCLUDING, NOT LIMITED TO):**

- Bandit Signs, or signs placed without consent of the property owner
- Cabinet signs, except for cabinet logos that are no more than 4 square feet in area
- Feather banner signs, except as allowed for temporary signs
- One-dimensional signage, except as allowed for window, temporary, or painted signs
- Digital/Electronic message signs
- Pole or pylon signs
- Statutory signs or stuffed/inflated characters or animals used as signs
- Signs which move or simulate motion, such as flashing, blinking, rotating or animated signs
- Signs with fluorescent colors
- Sign walkers
- Signs that contain statements, words, or pictures of an obscene nature

### **GENERAL STANDARDS FOR PERMANENT SIGNS**

Please reference Chapter 17.72 of the City of Woodland Zoning Ordinance to reference the complete standards for each sign type.

- Signs shall not be attached to any public utilities, trees, or other infrastructure on public property, unless otherwise approved as part of a Special Event Permit with the City.
- Signs shall not create a traffic hazard or affect visibility at street intersections or driveways.
- Raceways shall only be used in building-mounted signs when access to the wall behind the sign is not feasible.

### **TEMPORARY SIGNS**

- No permits are required for installation of temporary signs, but they must meet all standards for temporary signs as detailed in Section 17.72.060 of the City of Woodland Municipal Code.
- Temporary signs may not be displayed for more than 30 days in a calendar year.
- Temporary signs must be professionally crafted and sufficient durability to withstand wind gusts or storms.

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**If you have questions, please call the Community Development Department at (530) 661-5820 or visit the front counter, which is open from 8:00 AM to 4:00 PM at 300 First Street, Woodland, CA 95695.**