



CITY OF SANTA CLARITA
Community Development
Planning Division
23920 Valencia Boulevard, Suite 140
Santa Clarita, CA 91355

OLD TOWN NEWHALL SPECIFIC PLAN APPLICATION

What is this application?

This is a comprehensive application for any business in the Old Town Newhall Specific Plan area, especially those businesses on Main Street, that wish to provide additional signage and merchandise allowable in the Old Town Newhall Specific Plan.

Why do I need this?

You need to fill out this application if you are looking to install permanent or temporary window signage, use an “A-Frame” sign in the public right-of-way, or provide an outdoor merchandise display area on the sidewalk in front of your business.

How much does this cost?

There is no fee associated with this process through the Planning Division. You can also make modifications to your application at no charge in the future. To help save time, you can use this application to apply for three different permits.

How long does this process take?

Once you have completed and submitted the application, Planning Division staff will review your request over the counter at the City’s Permit Center. If you prefer, you can also email the application to planning@santa-clarita.com with all of the applicable exhibits.

What else do I need?

You will need to provide a plan or graphic of your proposed window sign or “A-Frame” sign, in addition to the dimensions of your sign, to ensure the proposed sign is consistent with the requirements of the Old Town Newhall Specific Plan. If you are proposing outdoor display of merchandise, you will need to provide pictures of the display you would like to use, along with a plan showing where you plan to place this display, including dimensions of the display and sidewalk in front of your business.

Who can I contact with questions?

Planning Division Staff is available at (661) 255-4330 with any questions regarding this process.

Type of Permit: Window Sign(s) Outdoor Display A-Frame Sign(s)

Business Name: _____

Address: _____

Applicant Name: _____ Phone #: _____

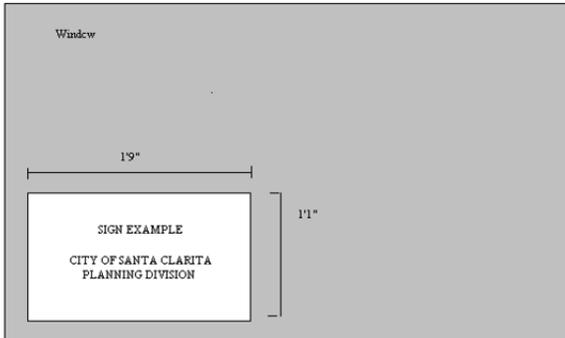
Property Owner Name: _____ Phone #: _____

A. Window Sign Application

Permanent Window Sign Temporary Window Sign

Draw the window sign in the space below, or attach a picture of the proposed window sign:

Sample Window Sign Plan:



Window Sign Plan:

Empty space for drawing the window sign plan.

Total Window Area: _____ Proposed Window Sign Area: _____

Sign material/display method: _____

Conditions of Approval

1. Window sign must be contained within the area of the window.
2. A permanent window sign shall cover no more than 15 percent of total window area.
3. A temporary window sign shall cover no more than 25 percent of total window area.
4. A temporary window sign shall be displayed a maximum of fifteen (15) days at one time, up to two (2) times in a twelve-month period, and one (1) additional special/holiday shall be permitted for up to 45 days in any twelve-month period.
5. Window signage shall be limited to decals, illuminated signs, painted signs, or other similar signage approved by the Director of Community Development.
6. Any window sign in violation of these conditions shall be considered a violation of Section 4.5.050.B of the Old Town Newhall Specific Plan.

I/we, the business owners of the property described herein, have read and understand these conditions of approval.

Print Name: _____ Print Name: _____

Signed: _____ Signed: _____

Date: _____ Date: _____

For Official Use Only

Approved By: _____ Date: _____

Denied Comments: _____

OTC#: _____

B. “A-Frame” Sign Application

In the space provided below, please include a description of the proposed “A-Frame” Sign, including a site plan showing location of the proposed sign. In addition, please attach an exhibit (including dimensions) of the design and the content of the proposed “A-Frame” sign:

“A-Frame” Sign Site Plan

Conditions of Approval

1. The retail business shall be located in the Urban Center or Corridor zone.
2. The display shall only be permitted subject to the approval of the Director of Community Development.
3. The display shall be free and clear of all pedestrian paths of travel.
4. The sign shall generally be a maximum of 2’ by 3’, not to exceed seven (7) square feet.
5. Location of the “A-Frame” sign in the public right-of-way is at the risk of the applicant and the applicant agrees to hold harmless, defend, and indemnify the City for any claims or actions arising out of the sign on the public right-of-way.
6. Any “A-Frame” sign in violation of these conditions shall be considered a violation of Section 4.5.050.B of the Old Town Newhall Specific Plan.

I/we, the business owners of the property described herein, have read and understand these conditions of approval.

Print Name: _____ Print Name: _____

Signed: _____ Signed: _____

Date: _____ Date: _____

For Official Use Only

Approved By: _____ Date: _____

Denied Comments: _____

OTC#: _____

C. Outdoor Display of Merchandise Application

Provide a brief description of proposed merchandise display:

Hours of Display

Monday: from _____ to _____

Friday: from _____ to _____

Tuesday: from _____ to _____

Saturday: from _____ to _____

Wednesday: from _____ to _____

Sunday: from _____ to _____

Thursday: from _____ to _____

Conditions of Approval for Outdoor Display

1. The retail business shall be located in the Urban Center zone.
2. The display shall be free and clear of all pedestrian paths of travel.
3. All displays shall consist of decorative furniture, tables, or any other display approved by the Director of Community Development.
4. Outdoor displays of merchandise are only permitted during regular business hours.
5. Additional hours of display shall only be permitted during times that Main Street is closed to vehicles in preparation of, and during, special events.
6. Any outdoor display in violation of these conditions shall be considered a violation of Section 4.2.060.E of the Downtown Newhall Specific Plan.
7. Location of the outdoor display area in the public right-of-way is at the risk of the applicant and the applicant agrees to hold harmless, defend, and indemnify the City for any claims or actions arising out of the display on the public right-of-way.

I/we, the business owners of the property described herein, have read and understand these conditions of approval.

Print Name: _____ Print Name: _____

Signed: _____ Signed: _____

Date: _____ Date: _____

For Official Use Only

Approved By: _____ Date: _____

Denied Comments: _____

OTC#: _____