

**DOWNTOWN AWNING, PAINT & SIGN  
PERMIT APPLICATION**



**MINOR DOWNTOWN DESIGN REVIEW PERMIT: (Awning, Paint, and/or Sign)  
APPLICATION REQUIREMENTS**

|                          |   | Number of Copies |
|--------------------------|---|------------------|
| <input type="checkbox"/> | Application Form  | 1                |
| <input type="checkbox"/> | Assessor's Parcel Map (with property outlined)  | 1                |
| <input type="checkbox"/> | Plot Plan/Site Plan (8½" x 14" maximum) (provide lineal building & lot frontage)  | 7                |
| <input type="checkbox"/> | Color rendering of the building showing paint, sign and/or awning.  | 7                |
| <input type="checkbox"/> | Full rendering or color photograph showing paint, sign, and/or awning location on the building to scale                                   | 7                |
| <input type="checkbox"/> | A statement of whether the sign will be illuminated. Provide drawing and/or catalog cut of the light fixture and connections for the sign | 7                |
| <input type="checkbox"/> | Samples of materials  | 1                |
| <input type="checkbox"/> | Photographs of site and surrounding area  | 7                |
| <input type="checkbox"/> | Applicant Certification (form below)  | 1                |
| <input type="checkbox"/> | Application Fees (make checks payable to "City of Oxnard")  | 1                |

**NOTE: All copies shall be folded together to 8½" x 14" or less. Incomplete application packages or poor quality graphics will not be accepted. All materials must be prepared according to the directions contained in this document.**

**APPLICANT CERTIFICATION**

I, \_\_\_\_\_, applicant (or representative of the applicant) for this planning permit, do hereby state that I have submitted the materials listed above, and that these materials have been completed following the instructions provided by Planning Division in the application requirements form for this permit.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**WE ACCEPT APPLICATIONS BY APPOINTMENT ONLY**

## **MINOR DOWNTOWN DESIGN REVIEW PERMIT APPLICATION REQUIREMENTS FOR AWNING, PAINT, AND/OR SIGNS**

In order to complete an application for a Minor Downtown Design Review Permit for Awning, Paint, and/or Signs, the Planning Division requires that you, as the applicant, provide specific materials illustrating and describing your request. These required materials are intended to make the review by City staff and the Downtown Design Review Committee (DDRC) easier and to accurately describe the features of a proposed project. If another discretionary permit is required for the project, application requirements for that permit must also be satisfied in addition to the requirements for the Downtown Design Permit. **Please note that all of the required information and fees must be provided when the application is submitted.**

**APPLICATIONS NOT HAVING ALL OF THE REQUIRED ELEMENTS WILL NOT BE ACCEPTED BY PLANNING DIVISION STAFF.**

Unless the project is exempt as provide for in the Building and Professions Code 5537, 5538, 6767.1, and 6745 all plans must be prepared by or order the responsible control of, and they must be stamped and signed by, the properly licensed/registered design professional.

The maximum size of any drawing is 8 ½" x 14" inches (legal size).

**APPLICATION FORM** must be completed including project address, signature, email address, and daytime phone numbers of the applicant, property owner, architect and/or engineer. The address (if available; otherwise use location) and assessor's parcel number must be included on the application. A separate application must be completed for each permit. If the property is in escrow, the current owner must sign the application. Applications are available at the Planning Counter, 214 South "C" Street, Oxnard, CA 93030, or at [www.ci.oxnard.ca.us](http://www.ci.oxnard.ca.us), from the Planning link (from the City website, click on Development Services, then click on Planning).

**ASSESSOR'S PARCEL MAP** must be provided with the project property clearly outlined. Assessor's parcel maps can be accessed online at (<http://assessor.countyofventura.org/research/mappage.asp>) and are also available at the Ventura County Assessor's Office, 800 South Victoria Avenue, Ventura, CA 93009.

**PLOT PLAN/SITE PLAN:** (maximum size 8½" x 14") must include:

- a. North arrow and scale
- b. Location map showing major streets
- c. Location and width of adjacent streets, alleys, and sidewalks
- d. Dimensioned property boundaries
- e. Footprint of building and any additional exterior elements on site
- f. Partitions of interior tenant spaces if applicable
- g. Lineal building, lot, and individual tenant frontage on the principal street
- h. Lineal building frontage on a secondary street
- i. Dimensioned projection of the sign and/or awning into the public right of away
- j. Calculation of allowed square footage of signs for the site/building based on City Ordinance
- k. Calculation of the proposed square footage of signs for the site/building
- l. Calculation of the existing square footage of signs located on the site/building, including window and awning signage

**COLOR RENDERING:** (maximum size 8 ½" x 14") must include:

- a. For Paint Applications: provide a rendering of all sides of the building visible from public view with the proposed paint colors applied and a key calling out the colors
- b. Include the sign/awning on a building rendering and match materials/colors as closely as possible
- c. Provide rendering of each proposed sign/awning
- d. Provide typeface, height, length, dimensions, square footage, materials, attachment details, and colors of proposed & existing sign(s), including window signage. Specify if a sign is double sided

- e. Provide height, length, dimensions, materials and colors of the proposed & existing awnings. If signage is included on awnings provide the typeface, height, length, and square footage of the signage

**FULL RENDERING/COLOR PHOTOGRAPH OF IMPROVEMENTS ON THE BUILDING** (maximum 8 ½” x 14”) must include:

- a. Paint Applications must show full color rendering of all sides of the building visible from public view with the proposed paint colors applied and a key calling out the colors
- b. Color rendering of the proposed sign(s)/awning(s) on the building, drawn to scale
- c. Include connection and/or fixtures for proposed sign lighting, and under awning lighting, if included

**ELEVATION OF THE BUILDING** (maximum 8 ½” x 14”) must include:

- a. Show all existing signage on the building. Note the square footage and size of the existing building signage and note any signs to be removed
- b. Pictures may be used to for this requirement if the picture quality clearly shows the building colors, materials, and existing signage

**STATEMENT ON SIGN ILLUMINATION & DRAWING OF FIXTURE AND/OR CONNECTIONS:**

- a. Provide a statement stating how the sign is to be illuminated
- b. If sign is to be externally illuminated provide a catalog cut sheet and/or drawing of the proposed lighting (this is to be included on the rendering of the building and drawing of the proposed sign)
- c. Lighting shall be provided under awnings to illuminate the walkway. Provide a catalog cut sheet and/or drawing of the proposed lighting
- d. Provide detail and/or drawings of electrical connections for the sign and lighting

**SAMPLES OF MATERIALS**

- a. Provide all color and product specifications, including manufacturer, material, and color name on a sheet no larger than 8 ½” x 14”

**PHOTOGRAPHS** are to show:

- a. The project site, noting any signs/awnings to be removed
- b. Immediately surrounding land area and development
- c. Adhere the photographs to an 8½" x 14" (maximum size) illustration board or paper with a key map (printed digital copies will be accepted if labeled)

**APPLICATION FEES** are listed in the Planning Permit Fee Schedule. Please contact the Planning Division to verify the fee amounts required prior to submittal.

**Building and Engineering has a separate processing fee. You may need to obtain a Building Permit to install a sign or awning and an encroachment permit for any elements that project into the public right of way. Contact Building and Engineering at (805) 385-7925 to verify the fees and application materials required for your project.**

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**References:**

City of Oxnard Zoning Ordinance (Chapter 16 of the Oxnard City Code)  
CBD Design Criteria for Over the Counter Downtown Design Review Permits (Resolution No. 12,097)  
The Oxnard Downtown District Master Plan, 1996 and Downtown Strategic Plan, 2005

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**City Staff Contacts:**

Planning ..... 385-7858      Building and Engineering ..... 385-7925