



## **Siskiyou County Planning Division**

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### **Sign Permit Application Guide**

#### **What is a Sign Permit?**

A Sign Permit is an administratively issued permit allowing the placement of signs under specific conditions and subject to certain requirements. All signs must be in compliance with Title 10, Chapter 6, Article 58, Sign Regulation, of the Siskiyou County Code.

#### **Which Zoning Districts Require a Sign Permit?**

Real estate development signs, permanent or temporary, and other temporary development signs, are allowable in all residential districts subject to issuance of a Sign Permit. On-site business ground signs, portable signs, and projecting signs are allowable in all commercial and industrial districts subject to issuance of a Sign Permit.

#### **How Do I Obtain a Sign Permit?**

The Siskiyou County Planning Division will provide you with the application and zoning information. Application forms are also available online. The application can be filled out by the applicant and submitted to Planning for review.

#### **What Kind of Information Must I Provide on the Application Forms?**

Basic information is requested such as name, address, location and Assessor's parcel number of the property where the sign will be placed, square footage of the sign, etc. You are also asked to describe your proposed sign, provide photographs of the sign and property, a location sketch and a plot plan where the sign will be placed.

#### **How Much Will the Application Process Cost?**

The Siskiyou County Planning fees can be obtained from the third page of the Siskiyou County Planning Department's Application for Development Review. Also, Section 10-6-1601 of the County Code provides additional information on development fees. Planning fee checks should be made payable to Siskiyou County.

#### **Who Reviews and Who Approves This Application?**

County Planning Division reviews the application for completeness and approves the permit once it has been determined that all requirements have been met.

#### **Hold Harmless Policy**

The applicant(s) and property owner(s) agree to defend, indemnify and hold harmless the County of Siskiyou, its agents and officers and employees from any claim, action, or proceeding (collectively, "Action") against the County of Siskiyou, its agents (including consultants), officers or employees to

attack, set aside, void, or annul any approvals, or any part thereof, or any decision, determination or action, made or taken approving, supplementing, or sustaining the approvals sought in the application (the “Project”) or any part of the Project thereof, or any related approvals or Project conditions imposed by the County of Siskiyou or any of its agencies, departments, commissions, agents (including consultants), officers, or employees, concerning the Project, or to impose personal liability against such agents (including consultants, officers or employees) resulting from their non-negligent involvement in the Project, which Action is brought within the time period provided by law, including any claim for private attorney general fees claimed by or award to any party from the County of Siskiyou.

### ***Important Notice***

**Open Range Notice:** Siskiyou County is an Open Range county. You must fence live-stock out! Copies of the laws affecting your property are available in the offices of the Planning Division and the Building Inspector. These laws do affect your property and you should be aware of their provisions.

**Right to Farm:** Siskiyou County has established agriculture as a priority use on productive agricultural lands, and residents of property in agricultural districts should be prepared to accept some inconvenience or discomfort from normal and necessary farm operations. It will be recognized that the property in question may be in the vicinity of property utilized for agricultural purposes and residents of the development may be subject to the inconvenience or discomfort arising from the use of agricultural chemicals including herbicides, pesticides, and fertilizers; and from the pursuit of agricultural operations including plowing, spraying, pruning, and harvesting, which occasionally generates dust, smoke, noise and odor. As part of the application approval process, a **Right to Farm Statement of Acknowledgment** will be required. Your application will not be considered to be complete and ready for formal processing until such time as the signed and notarized Right to Farm has been completed, recorded at the County Recorder’s Office, and a copy of the recordation has been submitted to the Planning Department. The Right to Farm Statement of Acknowledgment is included in the Application for Development Review.

**For Staff Use Only**

Application Number: S-	End of Review Period:
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**Sign Permit**  
**Supplemental Application Information**

- 1. Township \_\_\_\_\_ Range \_\_\_\_\_ Section(s) \_\_\_\_\_
  - 2. Describe any grading, soil disturbance and/or construction which must be done to install the sign:  
\_\_\_\_\_  
\_\_\_\_\_
  - 3. Please list any special materials or equipment used in this operation:  
\_\_\_\_\_  
\_\_\_\_\_
  - 4. Please list any special fixtures or appliances used in this occupation:  
\_\_\_\_\_  
\_\_\_\_\_
  - 5. Attach photographs of the sign location
  - 6. Filing Fees—refer to Item V, “Application Types and Filing Fees,” page 4 of the Application for Development Review form for current processing fees. Your Application will not be accepted by the Planning Division unless accompanied by the appropriate filing fees.
- Notation:
- This permit is automatically terminated and all rights thereunder rescinded when not used for the above purpose within two (2) years of issuance, or if once established, not used for one (1) year. One (1) two-year time extension may be granted subject to County review and approval (Ord. 90-22)