NORTH LAKE TAHOE

Community Wayfinding Signage Standards

PURE EXPERIENCES

1.0

INTRODUCTION

Tourism remains the major economic driver in the region,

making up nearly three quarters of the area's jobs and accounting for millions of dollars annually in personal and business income. Keeping North Lake Tahoe competitive in the tourism market and promoting the area is the responsiblity of the North Lake Tahoe Resort Association (NLTRA) and in 2004, NLTRA published the *North Lake Tahoe Tourism and Community Investment Master Plan* which outlined its recommended investment strategy for the region. From this report, the coordinated wafinding signage program for North Lake Tahoe was born.

The overarching goal of the program:

To produce an interagency-approved community wayfinding signage manual that improves the quality of visitor information, includes a clear thematic concept for regional signage, facilitates consistent interpretation while remaining adaptable to variations in local character, and provides step-by-step instructions for obtaining a signage permit in the North Lake Tahoe Region.

1.0 Introduction

Wayfinding Defined

WAYFINDING SIGNS ARE THOSE THAT HELP PEOPLE ORIENT THEMSELVES AND NAVIGATE through a region. Wayfinding can be designed for either vehicular or pedestrian viewpoints. Wayfinding signage can include destination names or symbols (by themselves or accompanied by directional arrows) placed on-route or at an important decision making point. Wayfinding signage may also include arrival signs which indicate that a destination has been reached. Collectively, the presence of logically placed wayfinding signage indicates concern for the welfare of visitors, reflects the hospitality of a region, and aids in the definition of place.

Community wayfinding pertains specifically to signage that guides to public-accessible areas such as recreational destinations, frequented government offices, and commercial zones or neighborhood districts; it does not include wayfinding signage on private commercial or retail property.

Improving Visitor Experience Through Community Wayfinding Signage

THE PURPOSE OF COMMUNITY WAYFINDING SIGNAGE FOR NORTH LAKE TAHOE IS TO promote a better visitor experience and reflect the local character of the community. Well-placed, well designed community wayfinding signage provides information to drivers or pedestrians precisely when it is needed. Community wayfinding can protect citizens from accidents caused by those who may be lost or disoriented (who act erratically and perform sudden unexpected movements through traffic, illegal turns, last minute lane changes). Accordingly, improving ease of navigating through North Lake Tahoe via community wayfinding decreases the anxiety associated with getting lost in new place. Community wayfinding encourages visitors to “discover” new places on their own, without fear of getting lost or constant backtracking. Community wayfinding signage can be used to promote places off the beaten track that could benefit from additional visitors (and to alleviate congestion at some of the more well-known destinations).

Community wayfinding does not include wayfinding signage on private property for designated for commercial or retail purposes. Wayfinding signage on private retail or commercial property

is regulated by XXXXXXXXXXXXXXXXXXXXX. In the North Lake Tahoe region, commercial or retail wayfinding signage is restricted to on-site placement and regulated by the Placer County XXXXXXXX signage permit laws (see XXXXXXX). Except in special cases, commercial or retail wayfinding signage on public lands is prohibited.

Creation of this Manual

ACHEIVEING THE GOAL OF IMPROVED VISITOR INFORMATION THROUGH WAYFINDING SIGNAGE was a multistep process which included definition and design of recommended wayfinding signage, suggestions for placement, sizing, and construction, and protocols for permitting.

Prior to this manual, no cohesive document governed the placement or design of all wayfinding signage in the North Lake Tahoe region. Each area was subject to its own signage guidelines (some specifically addressed wayfinding signage and some did not.) Without a regional wayfinding signage guideline, it was impossible to designate permitting responsibility to a central agency. As a result, wayfinding signage for the region was approved on a case-by-case basis - a time consuming and often frustrating endeavor for both the applicant and review agency assigned to the case.The lack of a formalized process discouraged the legal implementation of wayfinding signage. Some individuals bypassed the system altogether, installing wayfinding signage without obtaining necessary permits. The presence of unregulated (potentially unsafe) and inconsistent wayfinding was seen as a detriment to the visitor and local perception of North Lake Tahoe.

Purpose of this Manual

THIS MANUAL IS INTENDED TO BE A SYSTEMATIC SOLUTION TO THE ISSUES CONCERNING wayfinding signage in the region, addressing the absences of protocol in design and permitting at once. From inception, the manual has been a collaborative process, spearheaded by the North Lake Tahoe Resort Association (NLTRA) and involving over thirty local, county, state, and national agencies who exercise jurisdiction in North Lake Tahoe, as well as including the participation of the community, citizen groups, and local business organizations.

1.0 Introduction

The North Lake Tahoe's community wayfinding signage designs included in this manual are the result of an extensive design, review and approval process that spanned nearly two years. Resulting designs are part of a functional yet flexible system that meet the needs of the applicant while contributing to a consistent of look and feel that enriches North Lake Tahoe's sense of place. When the manual's guidelines for wayfinding signage design are followed, the resulting sign should meet the criteria of effective signage design - visibility, intuitiveness, ease of use, directness, appropriateness (typeface, size, scale and location), and community character - while also meeting industry standards for safety, durability, and maintenance.

Applicants who follow the simple design guidelines set in this manual can expect a relatively uncomplicated community wayfinding signage permitting process. The new wayfinding signage permitting process provides clear instruction on submission requirements, timelines, and process. Permitting of community wayfinding is now delegated to a single agency. Placer County will handle initial submissions and preliminary review. Throughout the entire community signage wayfinding permit process, Placer County will remain responsible for the filed cases - serving as a liason between permit seeker and the approval organizations, should other agency reviews and approvals be required, and will facilitate routing and tracking documents to necessary parties.

This manual is enacted through Memorandum of Understanding (MOU) among over thirty agencies for the implementation of region-wide community wayfinding signage for the North Lake Tahoe area. The MOUs can be found in the appendix of this manual. This manual supercedes all signage ordinances pertaining to community wayfinding signage in the North Lake Tahoe region.

Benefits to the Applicant

Simplified Design Guidelines - This easy-to-follow interagency-approved manual is intended to guide the design and placement of community wayfinding signage and supercedes all prior agency design guidelines for wayfinding signage in the North Lake Tahoe region.

Everything is Included in this Manual - All instructions necessary for applicants to file for a way-finding sign in North Lake Tahoe, Placer County is included herein.

Quicker Permitting - The premise behind the new process is simple: the more closely the design, material, and placement guidelines are followed by an applicant, the quicker the way-finding signage permit can be obtained.

Single Point Of Contact - Placer County is the designated central processing agency for all wayfinding signage for the North Lake Tahoe region. All wayfinding signage submissions shall originate at Placer County's XXXXX department. Placer County shall conduct preliminary application review. If required, Placer County will submit the application to design review agencies on behalf of the applicant.

FAQ: Community Wayfinding Signage Permitting

ANSWERS TO FREQUENTLY ASKED QUESTIONS about using this manual, signage permiting and maintenance.

What Exact Geographic Area is Covered by this Manual?
The project boundaries covered by this manual fall within the Placer County including the North and West Shores of Lake Tahoe that encompass Tahoma to Tahoe City to the entrance of Squaw Valley and the Nevada County line, from Tahoe City to Brockway to the Nevada state line. (list references for areas located in outlying areas)

How Can I Tell if My Sign Falls under Community Wayfinding?
This manual provides guidelines exclusively for community wayfinding signage in the North Lake Tahoe region. Signage that does not fall under the community wayfinding category is

not addressed in this manual. Typical community wayfinding signage includes pedestrian or vehicular directionals and district, neighborhood, or destination arrival signage located on public land. Wayfinding signage located on private lands is not covered by this manual (see XXXXXXX) nor is wayfinding signage located on public land that include commercial names, logos, or messages (not allowed).

What Criteria will the Permitting Agencies be Using to Evaluate My Wayfinding Sign(s)?
Community wayfinding signage is not intended to be a stand alone element but is considered in the context of the North Lake Tahoe signage network. Community wayfinding signage is judged not only on how closely it follows the design, placement, and construction guidelines set by this manual but also by the overall benefits provided to visitors and the community. For the visual clutter contributed by the sign to be justified, a reasonable case must be made for the necessity of the sign. Wayfinding signs should be purposeful: significantly improve navigation and accessibility, enhance visitor experience, and protect driver and pedestrian safety better.

What Do I Need to Submit with My Application?
For a list of items required for signage permitting, see the checklist on page XXXX

How long does the permitting process typically take?
The process can take from XXXX to XXXX.

What is the fee to file for a community wayfinding signage permit?
The fee for a pubic access wayfinding signage permit can range between $-- to $-- depending on the applicant's adherence to design guidelines.

Can my wayfinding sign be approved if I didn't follow the guidelines in this manual?
Adherence to all guidelines set in this manual is strongly encouraged. However, community wayfinding signage not meeting the design or messaging guidelines may be considered if all safety and placement guidelines are met. Due to the more intensive review process required, alternative community wayfinding signage design and construction submitted will incur higher processing fees and permitting time significantly extended. Additional documentation may also be requested to ensure basic conformance with safety, maintenance, and visibility requirements.

What happens if someone vandalizes or damages the community wayfinding signage I permitted?
Upon submission, all community wayfinding signage applicants sign a commitment letter to upkeep and maintain their permitted signs. Damaged or vandalized signs shall be fixed within XX days by the applicant or face removal by the County of Placer County. A notice of compliance will be issued in writing. Those failing to comply with maintenance or repair requests within the alloted time will be issued a fine covering the removal of the offending sign. Damaged community wayfinding signage posing a safety hazard will be removed immediately.

How do I keep my signs in an acceptable condition?
Because signs in the region are exposed to harsh environmental conditions, an annual review of permitted signs (preferrably in the spring) is recommended. The finish of the paint and wood should be examined for erosion or decay and the integrity of the base checked. To remove accumulated dirt and residue, signs should be cleaned annually.

1.0 Introduction

Acknowledgement

This manual could not have been possible without the participation of the following agencies and organizations:

CalTrans
United States Forest Service(USFS)
Placer County
Tahoe Regional Planning Agency (TRPA)
California State Parks & California State Parks Foundation
North Lake Tahoe Chamber of Commerce
North Lake Tahoe Regional Advisory Council (NTRAC)
Squaw Valley Municipal Advisory Council (SVMAC)
Tahoe City Design Review Committee (TCDRC)
Incline Village General Improvement District
Northstar Community Service District
North Tahoe Design Review Committee (NTDRC), Dollar Hill to Kings Beach
Truckee-North Lake Tahoe Transportation Management Association (TNT/TMA)
California Tahoe Conservancy
Tahoe City Public Utility District (TCPUD)
North Tahoe Public Utility District (NTPUD)
Truckee Donner Public Utilities District (TDPUD)
Lahonton Water Quality Control Board
Squaw Valley Public Service District (SVPSD)
North Lake Tahoe Fire Protection District
North Lake Tahoe Fire Protection
District (Nevada) Meeks Bay Fire Protection District
Army Corp of Engineers
El Dorado County
Washoe County
Tahoe City Downtown (TCDA)
North Tahoe Business Association (NTBA)
West Shore Association (WSA)

2.0

COMMUNITY WAYFINDING SIGNAGE TEMPLATES

Sign Permits are required for all signage under the jurisdiction of the Placer County Planning Department and TRPA Code. This signage manual pertains to the permitting of community wayfinding signage that falls within the boundaries of the North Lake Tahoe region. Community wayfinding is defined as freestanding signage on public lands, viewable from roadways or public walkways, trails, or passageways, and indicating directions or arrival to major recreational or community destination.

In an effort to expedite the wayfinding signage permitting process, community wayfinding sign templates have been designed for use by signage applicants. To cover the typical community wayfinding needs for the region, five vehicular and two pedestrian wayfinding templates are included in this manual. These design templates have already undergone extensive agency design and safety reviews, therefore are designated as "pre-approved." A special accelerated permitting process has been designed especially for use with these design templates. Applicants are strongly encouraged to use the pre-approved signage design templates, included in this manual, without modifications.

2.0 Community Wayfinding Signage Templates

Introduction to the Community Wayfinding Sign Templates

AN OVERVIEW OF ALL PRE-APPROVED COMMUNITY WAYFINDING SIGNAGE TEMPLATES APPEAR in chart format on the following pages.

- The first chart represents the templates intended for a vehicular audience.
- The second chart represents templates available for pedestrian audiences.

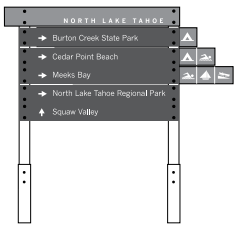
Because the templates are the underpinning of the design and permitting process. applicants are encouraged to gain an understanding of the basic differences between the sign types and examine the design, construction, and placement requirements in depth before applying for a sign.

Overview: Community Wayfinding Sign Templates, Vehicular

THE FOLLOWING CHART OUTLINES THE FIVE PRE-APPOVED COMMUNITY WAYFINDING SIGN DESIGN templates intended for a vehicular audience, along with their purpose and placement. Before selecting a sign type, applicants are advised to define the purpose behind the wayfinding signage. After the purpose of the sign is defined, a review of the charts can help applicants identify the type of wayfinding sign that will be best suited for their site.

SIGN TYPE

VEHICULAR DIRECTIONAL, MULTIPLE DESTINATIONS



(more info on page xx)

INTENDED VISIBILITY

VEHICULAR

20 TO 50 MPH

PURPOSE/PLACEMENT

Provide drivers with advanced notice of upcoming destinations, activities offered and directions.

Typically placed on roadsides, off-site from actual facilities, especially near crossroads.

SIGN TYPE

VEHICULAR DIRECTIONAL, MULTIPLE DESTINATIONS MONUMENT

(more info on page xx)

INTENDED VISIBILITY

VEHICULAR

20 TO 50 MPH

PURPOSE/PLACEMENT

Provide drivers with advanced notice of upcoming destinations, activities offered and directions.

Special placement is required (visible from road but not on the roadside, for example situated on a berm.)

SIGN TYPE

VEHICULAR DIRECTIONAL, SINGLE DESTINATION

(more info on page xx)

INTENDED VISIBILITY

VEHICULAR

20 TO 50 MPH

PURPOSE/PLACEMENT

Provide drivers with advanced notice of upcoming destination, activities offered and directions.

Typically placed on roadsides, off-site from actual facilities.

Once the appropriate sign type(s) are narrowed down, applicants can find out specifics of sign template usage and requirements for placement on the referenced page(s).

Applicants are reminded that following design guidelines *without modifications* will produce the best results overall and the quickest permitting process.

SIGN TYPE

DESTINATION MONUMENT

(more info on page xx)

INTENDED VISIBILITY

VEHICULAR

20 TO 50 MPH

PURPOSE/PLACEMENT

Indicate to drivers that they have arrived at a destination.

Typically placed on the site of actual facilities (near entrance).

SIGN TYPE

NEIGHBORHOOD MONUMENT

(more info on page xx)

INTENDED VISIBILITY

VEHICULAR

20 TO 50 MPH

PURPOSE/PLACEMENT

Indicate to drivers that they are entering the boundaries of a North Lake Tahoe neighborhood. Special placement is required (visible from road but not on the roadside, for example situated on a berm.)

Overview: Community Wayfinding Sign Templates, Pedestrian

THE FOLLOWING CHART OUTLINES TWO PRE-APPOVED COMMUNITY WAYFINDING SIGN DESIGN Before selecting a sign type, applicants are advised to define the purpose behind the wayfinding signage. After the purpose of the sign is defined, a review of the charts can help applicants identify the type of wayfinding sign that will be best suited for their site.

SIGN TYPE

PEDESTRIAN DIRECTIONAL

(more info on page xx)

INTENDED VISIBILITY

PEDESTRIAN

VIEWED FROM 0-75FT

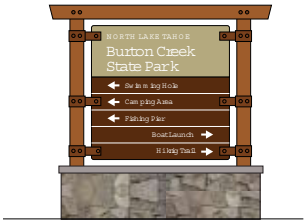
PURPOSE/PLACEMENT

Provide directions to pedestrians for activities/services offered once at a destination

Typically placed on onsite at actual facilities, to be viewable from walkways or normal paths of pedestrian traffic.

SIGN TYPE

DESTINATION MONUMENT WITH PEDESTRIAN DIRECTIONAL



(more info on page xx)

INTENDED VISIBILITY

PEDESTRIAN

VIEWED FROM 0-75FT

PURPOSE/PLACEMENT

Dual purpose: identify destination arrival and provide directions for activities/services offered at a destination.

Suited for pedestrian use.

Once the appropriate sign type(s) are narrowed down, applicants can find out specifics of sign template usage and requirements for placement on the referenced page(s).

Applicants are reminded that following design guidelines *without modifications* will produce the best results overall and the quickest permitting process.

2.0 Community Wayfinding Signage Templates

When Can I Use This Community Wayfinding Signage Manual?

USE THIS MANUAL IF ALL OF THE FOLLOWING APPLY TO YOUR SIGN(S):

- Will conform exactly to sign design template(s) in this manual
- Will meet placement requirements in this manual
- Will not contain commercial graphics or logos
- Will not contain commercial names in text
- Will not advertise goods, services, or products
- Will not block regulatory, warning, or guide signs
- Will not obscure drivers' view of traffic control devices
- Will be located within the region of North Lake Tahoe
- Will be located on public lands directing viewers to community destinations
- Will refer to locations that fall within 10 miles of the sign
- Will be cleaned, maintained, (and repaired if necessary) by the applicant.

If all the the conditions are not met, you should not use this manual to apply for your sign.

What You Need to Know Before You Permit Community Wayfinding Signage

MAINTENENCE, REPAIR, AND REPLACEMENT RESPONSIBILITY - Community Wayfinding Signage is a long-term commitment. It is the responsibility of the permit holder to maintain, repair and replace Community Wayfinding Signage, and as part of the permit application process, a declaration of responsiblity must be signed.

How Will The Templates Help In the Permitting Process?

THE COMMUNITY WAYFINDING SIGNAGE TEMPLATES PLAY A PART IN EVERY STEP OF THE permitting process. The simplified three-phase permiting process is made possible by the templates. The objective of each phase is defined below along with a description of the template's role.

ONE.

PHASE ONE - PRESUBMITTAL REVIEW

PHASE OBJECTIVE

- Evaluate the general feasability of the community wayfinding signage template for the proposed location
- Understand applicants' general intention for the sign
- Inform applicants of the agencies that will be reviewing their applications during Phase Two, Submittal Review
- Suggestions for Phase Two, Submittal Review;

ROLE OF TEMPLATE IN THIS PHASE

- Template minimizes the upfront investment made by applicant because applicants are not required to allocate funds in the development of sign design concepts
- Applicants can focus on selecting a sign template that suits their proposed purpose and site

TWO.

PHASE TWO - SUBMITTAL REVIEW

PHASE OBJECTIVE

- Receive all material necessary to determine whether the permit application for community wayfinding sign meets all requirements set forth in this manual
- The application will be received by Placer County and shall remain the primary point of contact in the application process which may include routing the paperwork to outside agencies
- Permits shall be issued at the close of this phase

ROLE OF TEMPLATE IN THIS PHASE

- The sign template filed in Phase One will be used to compare actual signage fabrication drawing
- Font choice, font sizes, icon selection, base dimensions, materials, and construction techniques will be reviewed against the submitted sign template
- Sign placement will be measured against all standards set in this manual

THREE.

PHASE THREE - INSPECTION

PHASE OBJECTIVE

- Permitted signs shall be inspected and reviewed for conformance to the original permit application
- Upon successful completion of the phase, an inspection sticker shall be affixed to the permitted sign

ROLE OF TEMPLATE IN THIS PHASE

ONE. PHASE ONE - PRESUBMITTAL REVIEW

ITEMS REQUIRED FOR THE PRESUBMITTAL REVIEW PHASE

1. *Completed* **Presubmittal Review Checklist** *form*
   Checklist is included in this manual on page XXX and can be found online at www. XXXXX. com.

   This checklist will help you better choose:
   a. *Community wayfinding signage template*
   b. Proposed content: *copy and icon(s)*

2. *Application fee*
   Checks can be made out to Placer County Building Department. Visa and Mastercard are also accepted. Fee information can be found online at www.xxxx.com.

3. *Site plan should be a minimum of 8.5" x 11" with the following information:*
   a. Map scale and north arrow
   b. Assessor's parcel number, property owner, and property address
   c. Location of all existing buildings, driveways, and parking lots within 100 yards of the sign
   d. Location of all existing and proposed signs within 100 yards of the sign

3"x5" color photos of all existing signs within 100 yards from the proposed signage

ONE. PHASE ONE - PRESUBMITTAL REVIEW CHECKLIST INSTRUCTIONS

Instructions for community wayfinding sign template selection

Follow the instructions below and use Pre-Submittal Review Checklist on page XXX to select the most appropriate template for your community wayfinding sign.

1. Define the purpose of your sign

The most important step in determining what type of community wayfinding signage will be best suited to your specific site, is understanding what you hope to accomplish with the implementation of a sign.

2A. Review and select from templates

Select the template from the chart on pages XX to XX that best matches the objective of your sign.

2B. Look up requirements for your selected template

Each template includes a list of material specification, construction, and placement requirements. The page numbers of these requirements are listed in the charts. Preliminary evaluation of the requirements list should help you determine if the signage template will accomodate the content (text or icon) intended for the sign.

3. Determine where to place your sign

Use the specific placement requirements included with each sign tempate to aid in the appropriate siting of your sign. There may be a few locations that you have under consideration for the wayfinding signage. Assess those sites in person and measure against the placement requirements list of your selected sign. At the site, check for sign footprint accommodations, adequate distance between the proposed sign and the roadside, and appropriate distance of your proposed sign from Cal Trans regulatory and warning signs. Bring a site plan, a tape measure, and a camera to help record your findings.

ONE. PHASE ONE - PRESUBMITTAL REVIEW CHECKLIST

Presubmittal Review Checklist for Community Wayfinding Signage

The Presubmittal Review Checklist is designed to prepare you for the first phase of your signage permitting process. This checklist helps applicants choose from the signage templates provided.

PROJECT NAME: _____

I. SPECIFIC PURPOSE OF SIGN: _____

2. SELECTED SIGN TEMPLATE:

VEHICULAR

- ☐ DIRECTIONAL, MULTIPLE DESTINATION
- ☐ DIRECTIONAL/MULTIPLE DESTINATION MONUMENT COMBO
- ☐ DIRECTIONAL, SINGLE DESTINATION
- ☐ DESTINATION MONUMENT
- ☐ NEIGHBORHOOD MONUMENT

PEDESTRIAN

- ☐ DIRECTIONAL
- ☐ DIRECTIONAL/DESTINATION MONUMENT COMBO

3. PROPOSED LOCATION

SITE PLAN: 8.5'' X 11, SHOWING:

- ☐ MAP SCALE AND NORTH ARROW
- ☐ ASSESSOR'S PARCEL NUMBER, PROPERTY OWNER, AND PROPERTY ADDRESS
- ☐ LOCATION OF ALL EXISTING BUILDINGS, DRIVEWAYS, AND PARKING LOTS WITHIN 100 YARDS OF THE SIGN
- ☐ LOCATION OF ALL EXISTING AND PROPOSED SIGNS WITHIN 100 YARDS OF THE SIGN
- ☐ 3''X5'' COLOR PHOTOS OF ALL EXISTING SIGNS WITHIN 100 YARDS FROM THE PROPOSED SIGNAGE

ONE. PHASE ONE - PRESUBMITTAL REVIEW CHECKLIST (CONTINUED)

4. CONTENT (TEXT/ICON(S))

ALLOWABLE LIMITS FOR CHARACTER CONTENT DEPENDS ON:
(1) TEMPLATE SELECTED (2) OTHER ELEMENTS INCLUDED IN TEMPLATE.
PLEASE SEE CONTENT LIMITS CHART ON NEXT PAGE AND DESCRIPTIONS OF EACH TEMPLATE FOR MORE INFORMATION.

LINE ONE

TEXT FOR LINE ONE

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22
CHARACTER COUNT

ARROW FOR LINE ONE? ☐ YES ☐ NO

ICON(S) FOR LINE ONE? ☐ YES ..... QTY ☐ NO

LINE TWO

TEXT FOR LINE TWO

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22
CHARACTER COUNT

ARROW FOR LINE TWO? ☐ YES ☐ NO

ICON(S) FOR LINE TWO? ☐ YES ..... QTY ☐ NO

LINE THREE

TEXT FOR LINE THREE

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22
CHARACTER COUNT

ARROW FOR LINE THREE? ☐ YES ☐ NO

ICON(S) FOR LINE THREE? ☐ YES ..... QTY ☐ NO

LINE FOUR

TEXT FOR LINE FOUR

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22
CHARACTER COUNT

ARROW FOR LINE FOUR? ☐ YES ☐ NO

LINE FIVE

TEXT FOR LINE FIVE

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22
CHARACTER COUNT

ARROW FOR LINE FIVE? ☐ YES ☐ NO

ICON(S) FOR LINE FIVE? ☐ YES ..... QTY ☐ NO

ONE. PHASE ONE - PRESUBMITTAL REVIEW

CONTENT (TEXT/ICON(S)) LIMITS CHART

THIS CHART WILL HELP APPLICANTS FILL OUT QUESTION #5 OF PRESUBMITTAL REVIEW.

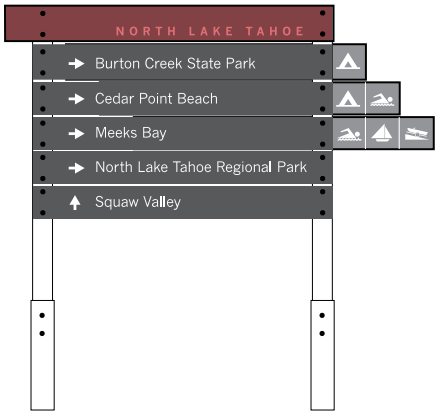
VEHICULAR SIGN TEMPLATES	MAX LINES	ARROW/LINE	ICONS/LINE	MAX CHARACTERS/LINE?
VEHICULAR DIRECTIONAL, MULTIPLE DESTINATIONS	FOUR	ONE	THREE MAX.	DEPENDS ON # OF ICONS: ZERO ICONS = 20 CHARS MAX ONE ICON =16 CHARS MAX TWO ICONS =12 CHARS MAX THREE ICONS = 8 CHARS MAX
VEHICULAR DIRECTIONAL, MULTIPLE DESTINATIONS, MONUMENT	FOUR	ONE	THREE MAX.	DEPENDS ON # OF ICONS: ZERO ICONS = 20 CHARS MAX ONE ICON =16 CHARS MAX TWO ICONS =12 CHARS MAX THREE ICONS = 8 CHARS MAX
VEHICULAR DIRECTIONAL, SINGLE DESTINATION	ONE	ONE	THREE MAX.	DEPENDS ON # OF ICONS: ZERO ICONS = 20 CHARS MAX ONE ICON =16 CHARS MAX TWO ICONS =12 CHARS MAX THREE ICONS = 8 CHARS MAX
DESTINATION MONUMENT	TWO	NONE	NONE	XX CHARS PER LINE MAX
NEIGHBORHOOD MONUMENT	TWO	NONE	NONE	XX CHARS PER LINE MAX

PEDESTRIAN SIGN TEMPLATES	MAX LINES	ARROW/LINE	ICONS/LINE	MAX CHARACTERS/LINE?
PEDESTRIAN DIRECTIONAL	FOUR	ONE	NONE	XX CHARS PER LINE MAX
PEDESTRIAN DIRECTIONAL WITH DESTINATION MONUMENT	FOUR	ONE	NONE	XX CHARS PER LINE MAX

Vehicular Directional, Multiple Destinations

LINE COUNTS, CHARACTER LIMITS, AND ICON OPTIONS

AREAS OF SIGN WITH FIXED CONTENT (highlighed in red)

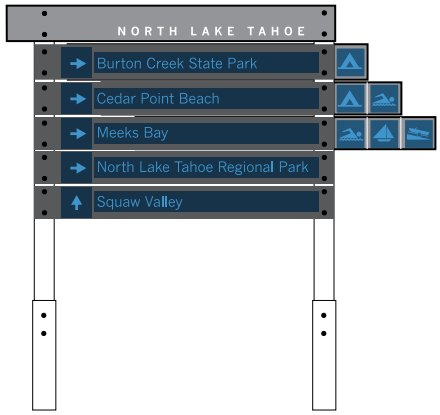


For this sign template, the topmost horizontal bar must always read “North Lake Tahoe” in the specified font format below:

Font: Clearview
Setting: All Caps
Font Size: 36 pt (XXX inches)
Alignment: Right

No change to content is allowed.

AREAS DESIGNED FOR CONTENT SPECIFIED BY APPLICANT (highlighed in blue)



Secondary Horizontal Bars
Number: This sign template allows for two to four secondary horizontal bars to accomodate directions for up to four destinations.

Arrows
Number: Each secondary horizontal bar can hold only one arrow.
Placement: Arrow can be placed left aligned or right aligned.
Height: 5 inch arrow
Format: See page XX for options

Icons
Number: Allowable icons per bar is 0 to 3.
Placement: Icons for each bar are placed on the side opposite to the arrow placement (example, if arrow is on right, icon(s) are on the left).
Height: 5 inch icon
Format: See page XX for options

Characters
Number: Allowable character limits range between 8 to 20 characters depending on number of icons included on the bar.

No icons: 20 allowable characters
1 icon: 16 allowable characters
2 icons: 12 allowable characters
3 icons: 8 allowable characters

Typesetting: Clearvue Font, 36 pt (or 4” high) letters, Title Case

TWO. PHASE TWO - SUBMITTAL REVIEW

Application Requirement Overview

APPLICATIONS WITHOUT ALL OF THE FOLLOWING WILL NOT BE ACCEPTED.

1. *Copy of Presubmittal Review Checklist, filed and signed along with proof of payment for application;*
2. *Completed application checklist*

3. *Completed application form* Application templates are included in this manual and can be found online at www. XXXXX.com.

4. *Site plan should be a minimum of 8.5" x 11" with the following information:*
   Map scale and north arrow
   Assessor's parcel number, property owner, and property address
   Location of all existing buildings, driveways, and parking lots within 100 yards of the sign
   Location of all existing and proposed signs within 100 yards of the sign

5. *Sign plan from signage fabricator including:*
   Sign structure: height, dimension, materials
   Sign itself: height, color, dimension
   Text included on sign: actual copy content, size of copy, color of copy
   Icons included on sign: actual image content, size of image(s), color of image(s)
   Estimated distance of sign from location(s) referenced on sign
   Illumination plan
6. 3"x5" color photos of all existing signs within 100 yards from the proposed signage

7. Signed Signage Responsibility Statement documents, accepting responsibility for community wayfinding signage maintenance, repair, and removal.(Signage Responsibility Statement can be found included in this manual and online at XXXXX.com.)

TWO. PHASE TWO - SUBMITTAL REVIEW

Submittal Review Checklist for Community Wayfinding Signage

The Submittal Review Checklist is designed to help applicants file all necessary forms for Phase Two of the Community Wayfinding Signage Permit.

PROJECT NAME: _____

- ☐ 1A. COPY OF PRESUBMITTAL REVIEW CHECKLIST, FILED AND SIGNED INCLUDING ALL SUPPORT DOCUMENTS FILED WITH THE CHECKLIST. SHOULD INCLUDE:
  - SITE PLAN: 8.5" X 11, SHOWING:
    - ☐ MAP SCALE AND NORTH ARROW
    - ☐ ASSESSOR'S PARCEL NUMBER, PROPERTY OWNER, AND PROPERTY ADDRESS
    - ☐ LOCATION OF ALL EXISTING BUILDINGS, DRIVEWAYS, AND PARKING LOTS WITHIN 100 YARDS OF THE SIGN
    - ☐ LOCATION OF ALL EXISTING AND PROPOSED SIGNS WITHIN 100 YARDS OF THE SIGN
  - ☐ 3"X5" COLOR PHOTOS OF ALL EXISTING SIGNS WITHIN 100 YARDS FROM THE PROPOSED SIGNAGE
- ☐ 1B. HAS CHOSEN LOCATION FOR THE SITE CHANGED SINCE FILING?
  - ☐ YES (GO TO 1C) ☐ NO (GO TO ITEM 2)
  - ☐ 1C. INCLUDE SITE PLAN REFLECTING THE NEW LOCATION (IN ADDITION TO COPY OF FILED PREREVIEW CHECKLIST)
- ☐ 1D. PROOF OF PAYMENT FOR APPLICATION
- ☐ 2. COMPLETED APPLICATION FOR A COMMUNITY WAYFINDING SIGNAGE PERMIT
- ☐ 3. SIGN PLAN FROM SIGNAGE FABRICATOR INCLUDING:
  - ☐ SIGN STRUCTURE: HEIGHT, DIMENSION, MATERIALS
  - ☐ SIGN ITSELF: HEIGHT, COLOR, DIMENSION
  - ☐ TEXT INCLUDED ON SIGN: ACTUAL COPY CONTENT, SIZE OF COPY, COLOR OF COPY
  - ☐ ICONS INCLUDED ON SIGN: ACTUAL IMAGE CONTENT, SIZE OF IMAGE(S), COLOR OF IMAGE(S)
  - ☐ ILLUMINATION PLAN
  - ☐ ESTIMATED DISTANCE OF SIGN FROM LOCATION(S) REFERENCED ON SIGN
- ☐ 4. SIGNED SIGNAGE RESPONSIBILITY STATEMENT

TWO. PHASE TWO - SUBMITTAL REVIEW

Application for Community Wayfinding Signage Permit

APPLICANT: .....

ORGANIZATION: .....

ADDRESS: .....

CITY: ..... STATE: ..... ZIP CODE: .....

PHONE: ..... EMAIL: .....

SIGN TYPE:

VEHICULAR

- ☐ DIRECTIONAL, MULTIPLE DESTINATION
- ☐ DIRECTIONAL/MULTIPLE DESTINATION MONUMENT COMBO
- ☐ DIRECTIONAL, SINGLE DESTINATION
- ☐ DESTINATION MONUMENT
- ☐ NEIGHBORHOOD MONUMENT

PEDESTRIAN

- ☐ DIRECTIONAL
- ☐ DIRECTIONAL/DESTINATION MONUMENT COMBO

SIGN CONTENT: .....

.....

AUTHORIZATION I hearby declare under penalty of perjury that this information and all information submitted as a part ot this application are true and accurate to the best of my knowledge. I understand that additional information may be required by Placer County or other agencies that require review for permitting

SIGNATURE: ..... DATE: .....

FOR OFFICE USE ONLY

DATE RECEIVED: ..... BY: .....

PERMIT ISSUED: ☐ YES DATE: ..... BY: .....

PERMIT NUMBER: ..... INSPECTION DATE: .....

☐ NO DATE: ..... BY: .....

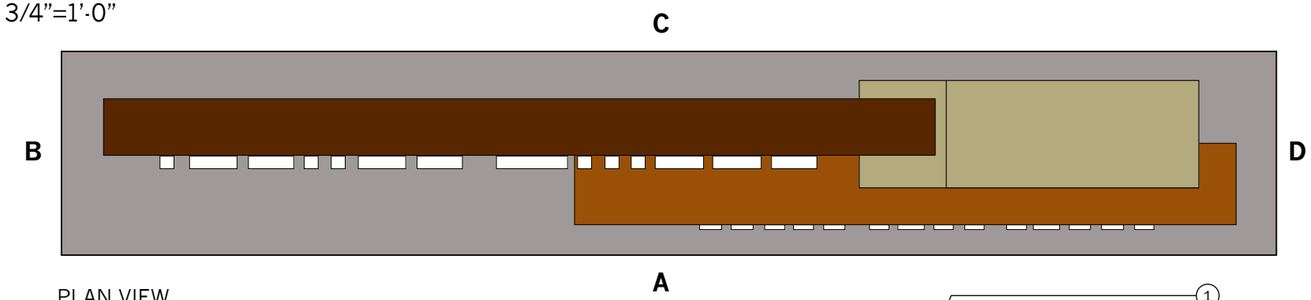
COMMENT: .....

.....

PURE EXPERIENCES

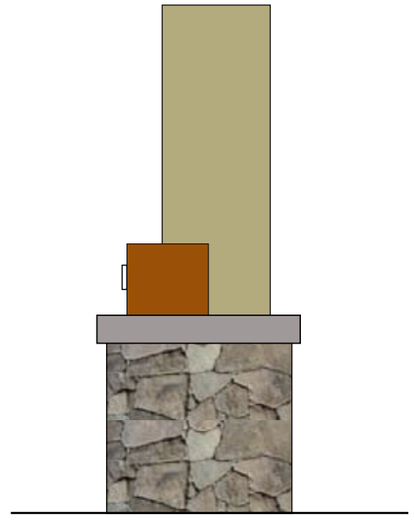
NEIGHBORHOOD MONUMENT

Scale: 3/4”=1’-0”

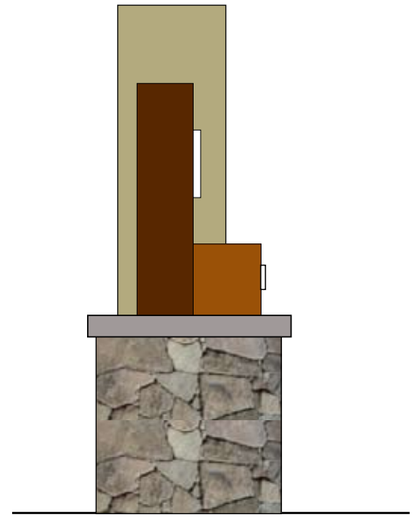


PLAN VIEW

FRONT ELEVATION (A)



ELEVATION D



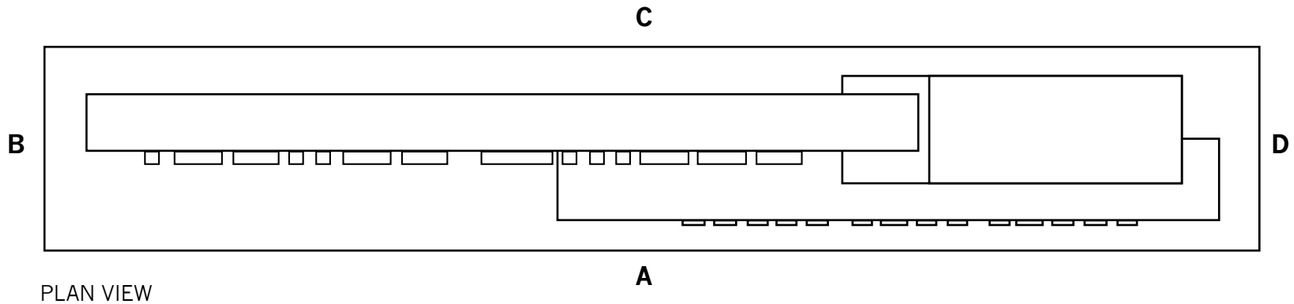
ELEVATION B

SPECIFICATIONS

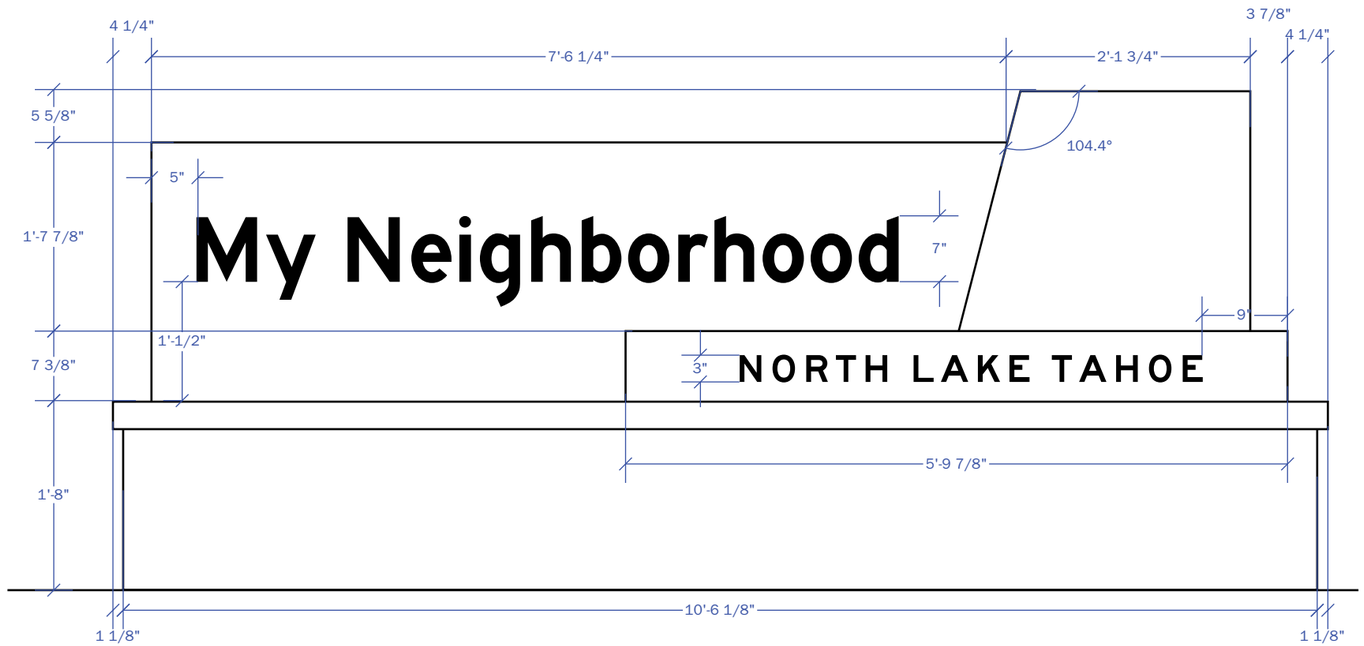
1 Powder coated aluminum sign cabinet. Color to match PMS 4625c . Cabinet finished with Clear Anti-Graffiti Coating 1800 Series by Ecological Coatings, LLC. No visible fasteners from the front. All fasteners should be placed on rear of cabinet.
2 Powder coated aluminum sign cabinet. Color to match PMS 451c. Cabinet finished with Clear Anti-Graffiti Coating 1800 Series by Ecological Coatings, LLC. No visible fasteners from the front. All fasteners should be placed on rear of cabinet.
3 Powder coated aluminum sign cabinet. Color to match PMS 7517c. Cabinet finished with Clear Anti-Graffiti Coating 1800 Series by Ecological Coatings, LLC. No visible fasteners from the front. All fasteners should be placed on rear of cabinet.
4 1/2” thick powder coated aluminum letterforms. Color to match white. Letters flush mount to cabinet #3 with concealed fasteners.
5 CIP concrete base with fractured granite faces.
6 CIP concrete top, color to match xxx.
7 1” thick powder coated aluminum letterforms. Color to match white. Letters flush mount to cabinet #1 with concealed fasteners.

NEIGHBORHOOD MONUMENT

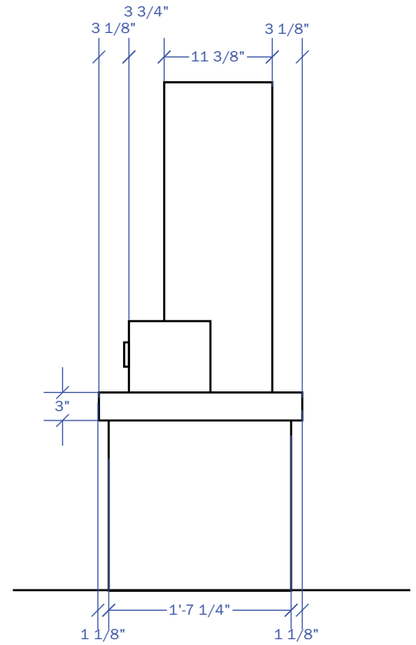
Scale: 3/4”=1’-0”



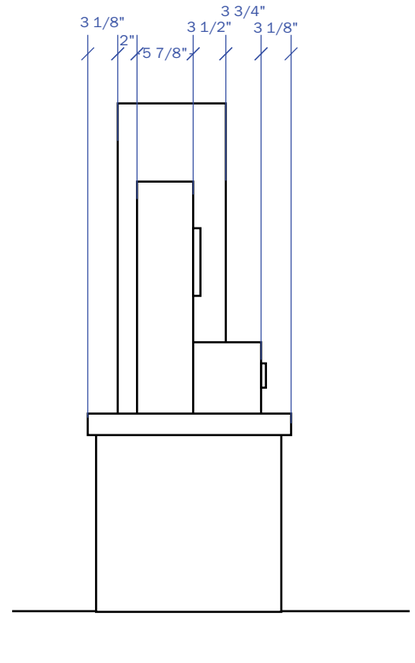
PLAN VIEW



FRONT ELEVATION (A)



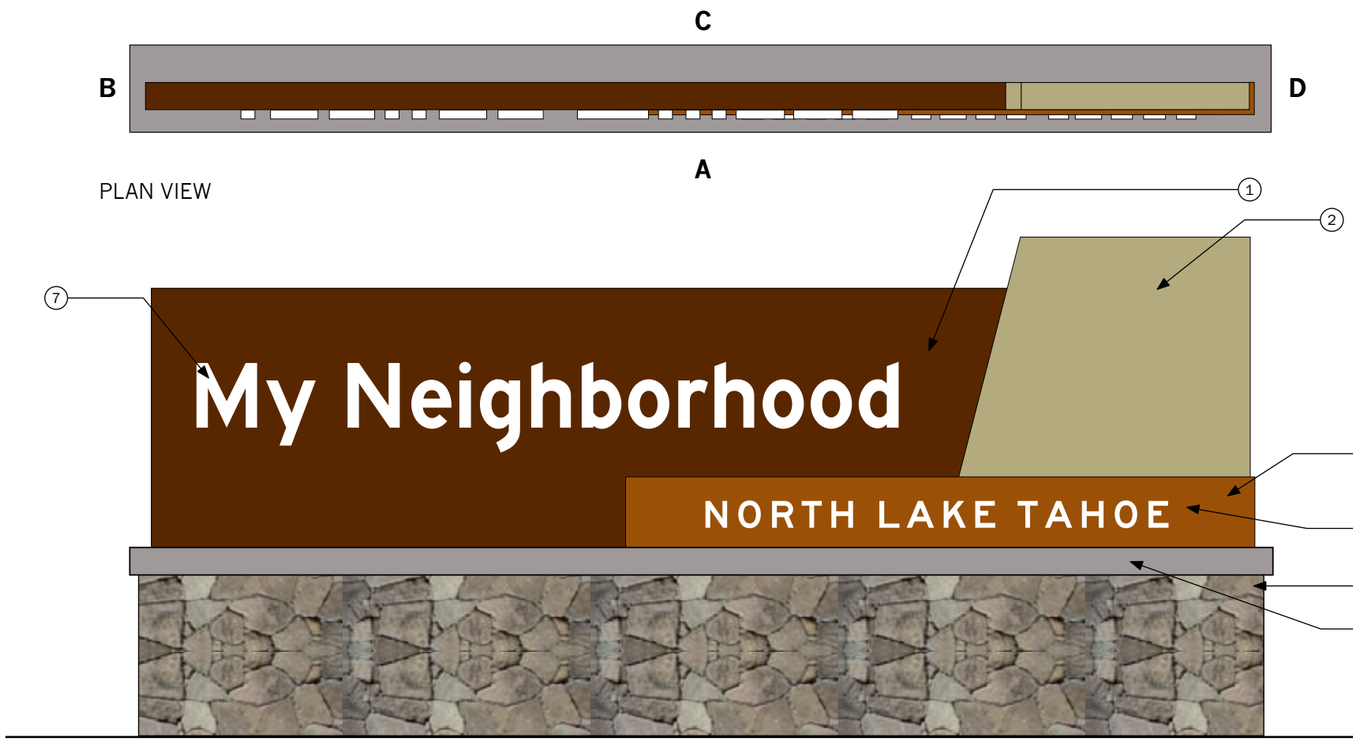
ELEVATION D

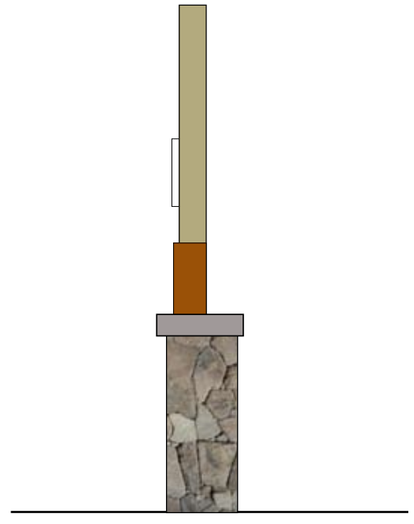


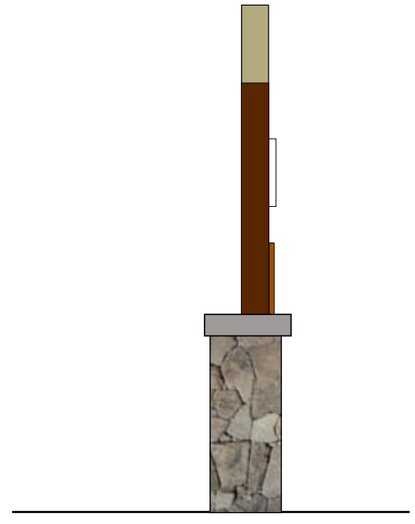
ELEVATION B

NEIGHBORHOOD MONUMENT

Scale: 3/4”=1’-0”







SPECIFICATIONS

1 Powder coated aluminum sign cabinet. Color to match PMS 4625c . Cabinet finished with Clear Anti-Graffiti Coating 1800 Series by Ecological Coatings, LLC. No visible fasteners from the front. All fasteners should be placed on rear of cabinet.
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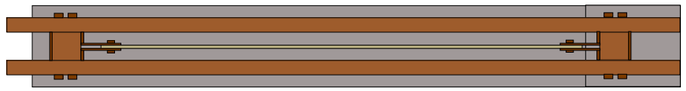
3 Powder coated aluminum sign cabinet. Color to match PMS 7517c. Cabinet finished with Clear Anti-Graffiti Coating 1800 Series by Ecological Coatings, LLC. No visible fasteners from the front. All fasteners should be placed on rear of cabinet.
4 1/2” thick powder coated aluminum letterforms. Color to match white. Letters flush mount to cabinet #3 with concealed fasteners.
5 CIP concrete base with fractured granite faces.
6 CIP concrete top, color to match xxx.
7 1” thick powder coated aluminum letterforms. Color to match white. Letters flush mount to cabinet #1 with concealed fasteners.

DESTINATION MONUMENT

Scale: 3/8”=1’-0”



PLAN VIEW

FRONT ELEVATION

EAST ELEVATION

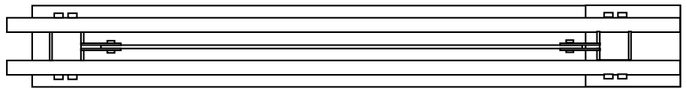
WEST ELEVATION

SPECIFICATIONS

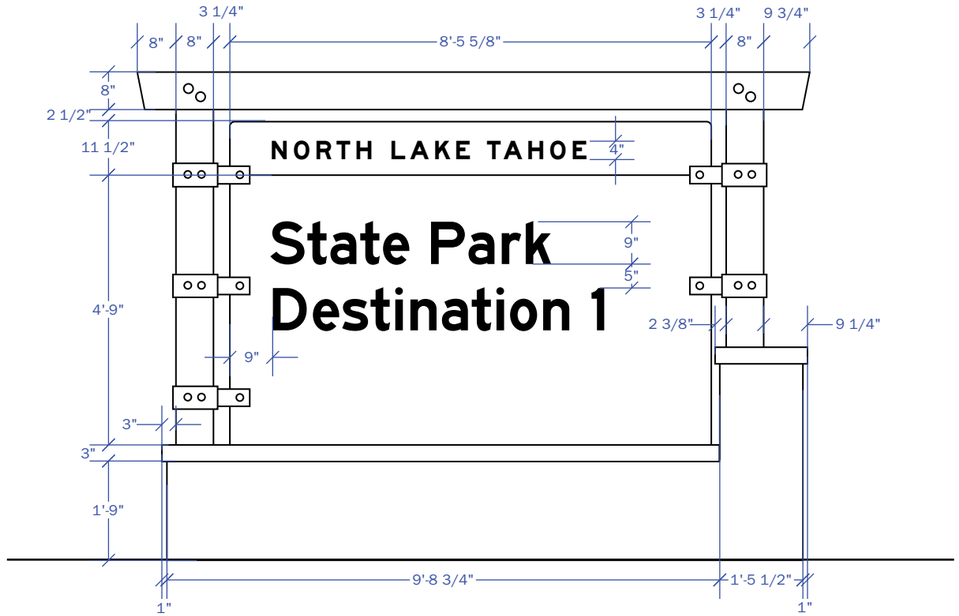
1 8” x 3“ wood (Douglas Fir or Western Red Cedar) header bar. Mounts to vertical support beams with round 2” thru bolts.
2 1/4” powder coated aluminum sign panel with 1” radius corners. Face colors to match PMS 451c. and 4625c. Rear of panel solid color to match PMS 4625c. Panel finished with Clear Anti-Graffiti Coating 1800 Series by Ecological Coatings, LLC.
3 White reflective vinyl copy.
4 8“ sq. vertical wood support beam.
5 Powder coated aluminum support straps. Color to match PMS 498c. Mount to vertical support beams and aluminum panel with 1” thru bolts .
6 CIP concrete base with fractured granite face.
7 CIP concrete top, color to match xxx.
8 1” powder coated aluminum round thru bolts. Color to match PMS 4625c.
9 2” powder coated aluminum round thru bolts. Color to match PMS 4625c.

DESTINATION MONUMENT

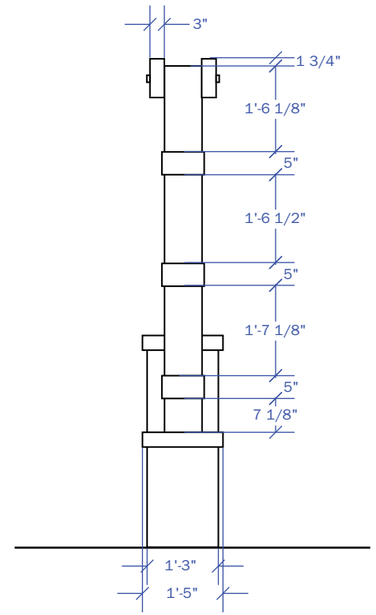
Scale: 3/8”=1’-0”



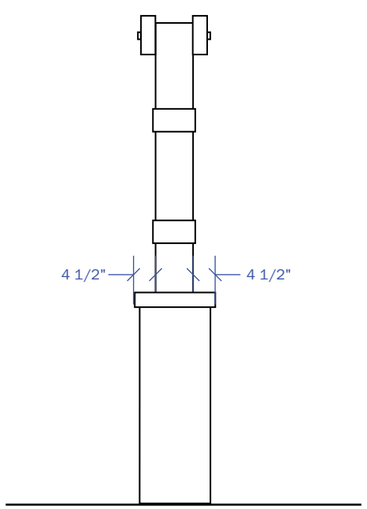
PLAN VIEW



FRONT ELEVATION



EAST ELEVATION

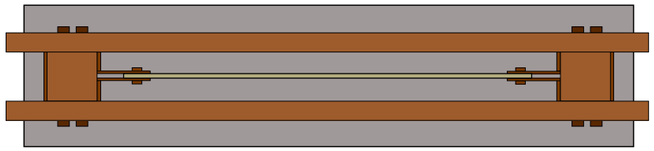


WEST ELEVATION

PURE EXPERIENCES

DESTINATION MONUMENT WITH WAYFINDING

Scale: 1/2”=1’-0”



PLAN VIEW

FRONT ELEVATION

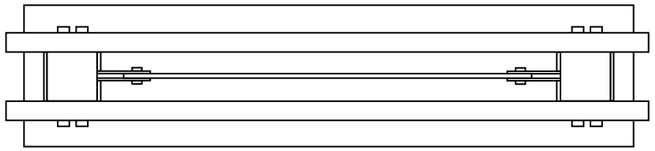
SIDE ELEVATION

SPECIFICATIONS

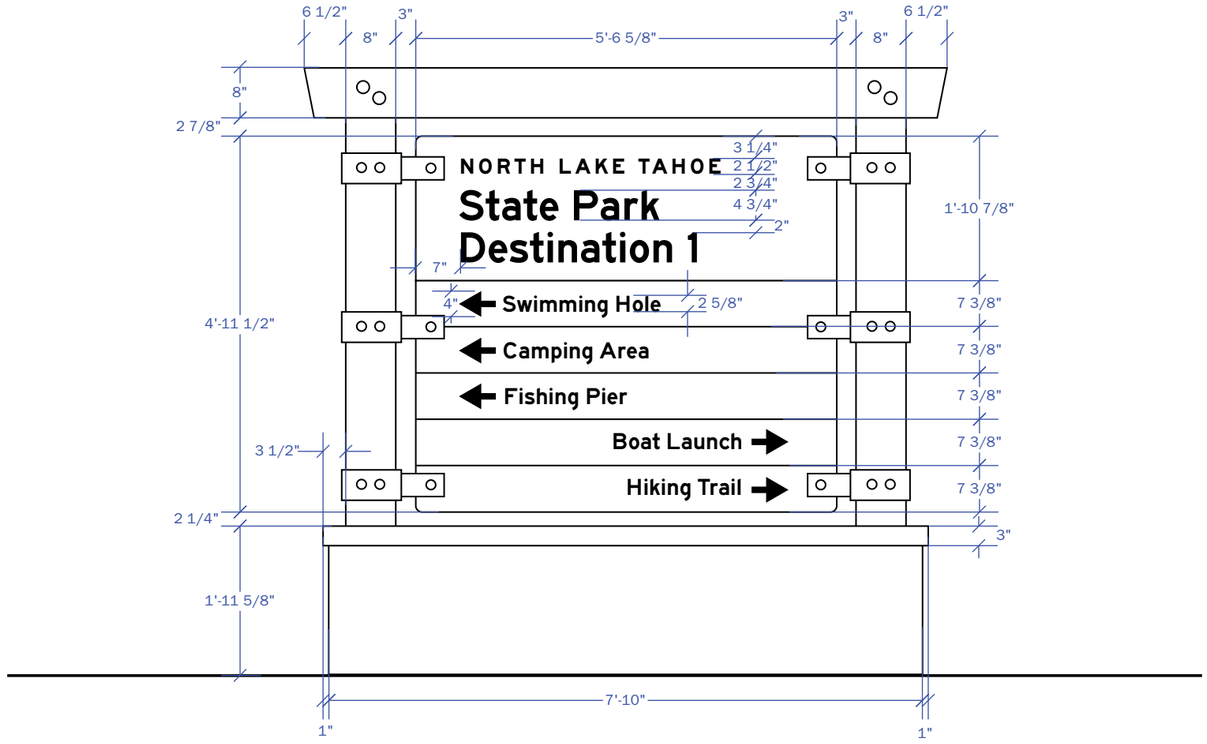
1 8” x 3“ wood (Douglas Fir or Western Red Cedar) header bar. Mounts to vertical support beams with round 2” thru bolts.
2 1/4” powder coated aluminum sign panel with 1” radius corners. Face colors to match PMS 451c. and 4625c. Rear of panel solid color to match PMS 4625c. Panel finished with Clear Anti-Graffiti Coating 1800 Series by Ecological Coatings, LLC.
3 White reflective vinyl copy.
4 8“ sq. vertical wood support beam.
5 Powder coated aluminum support straps. Color to match PMS 498c. Mount to vertical support beams and aluminum panel with 1” thru bolts .
6 CIP concrete base with fractured granite face.
7 CIP concrete top, color to match xxx.
8 1” powder coated aluminum round thru bolts. Color to match PMS 4625c.
9 2” powder coated aluminum round thru bolts. Color to match PMS 4625c.
10 3/4” white reflective vinyl rule lines.

DESTINATION MONUMENT WITH WAYFINDING

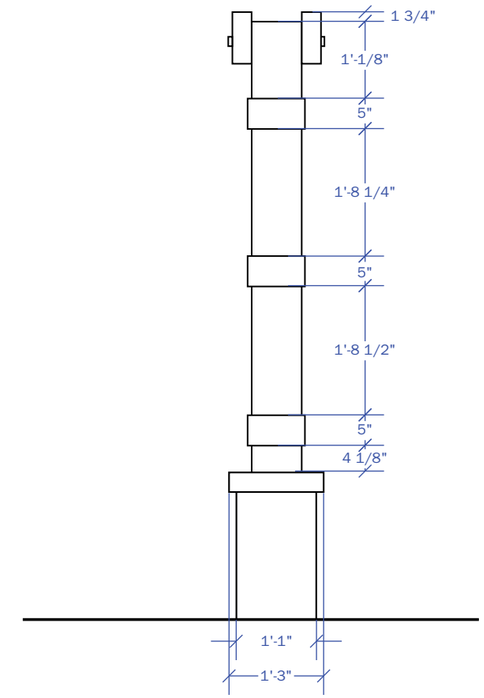
Scale: 1/2”=1’-0”



PLAN VIEW



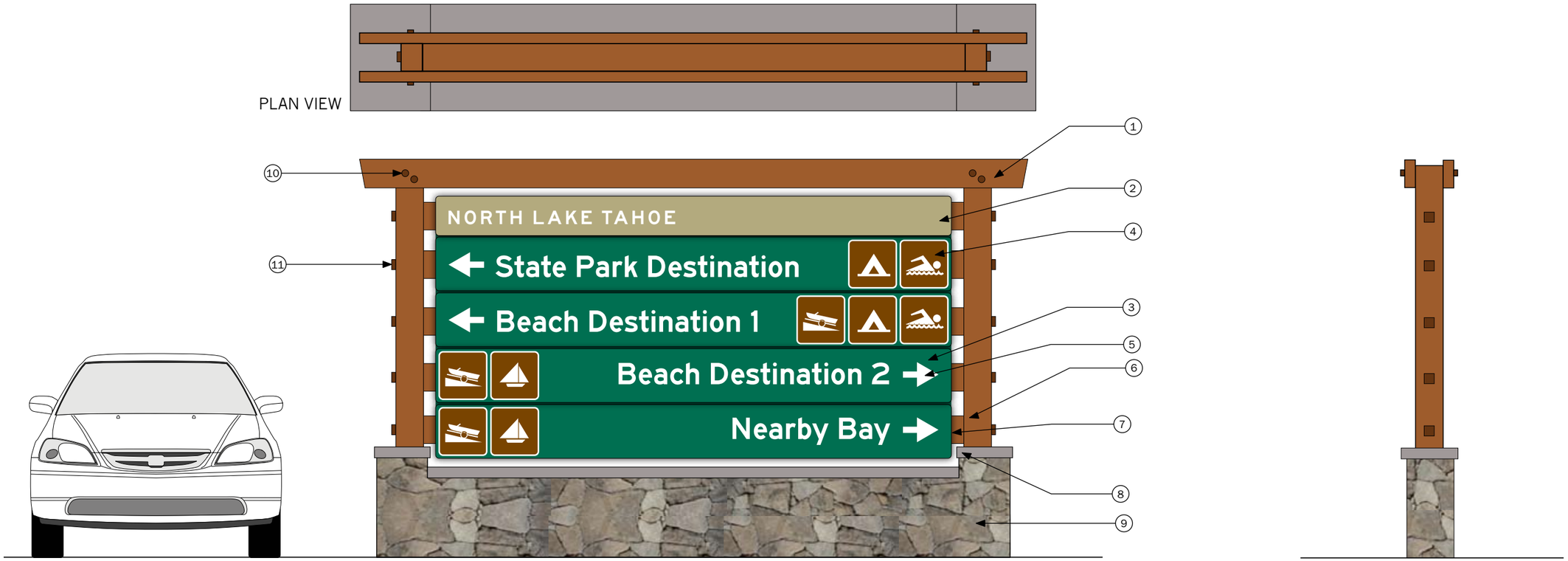
FRONT ELEVATION



SIDE ELEVATION

STONE BASED VEHICULAR DIRECTIONAL

Scale: 3/8”=1’-0”

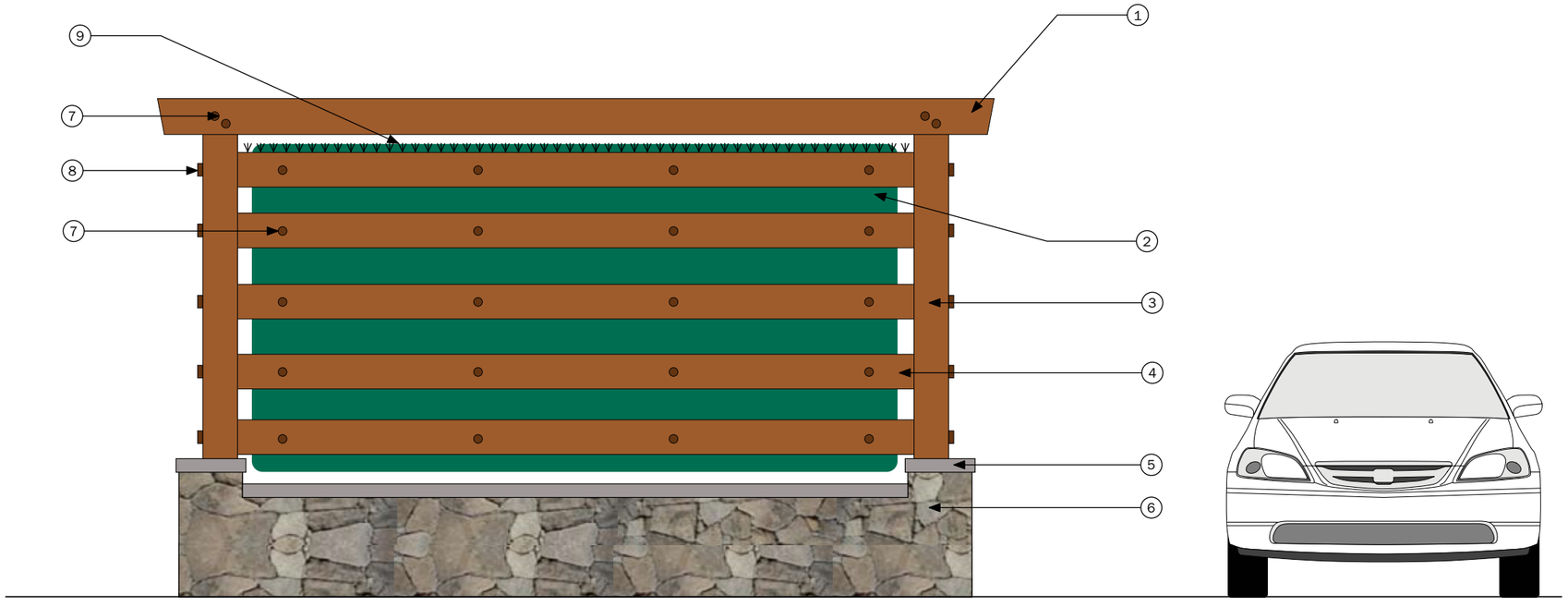


SPECIFICATIONS

1 8” x 3“ wood (Douglas Fir or Western Red Cedar) header bar. Mounts to vertical support beams with round 2” thru bolts.
2 1/4” powder coated aluminum sign panel with 1” radius corners. Color to match PMS 451c. Panel finished with Clear Anti-Graffiti Coating 1800 Series by Ecological Coatings, LLC. Mounts to backer panel with construction adhesive.
3 1/4” powder coated aluminum sign panel with 1“ radius corners. Color to match PMS 342c. Panel finished with Clear Anti-Graffiti Coating 1800 Series by Ecological Coatings, LLC. Panels spaced 1/2” apart. Mounts to backer panel with construction adhesive.
4 14 1/4” vinyl recreational symbol with 1“ radius corners. Symbol background to match PMS 469c, symbol in white.
5 White reflective vinyl copy and directional arrows.
6 8“ sq. vertical wood (Douglas Fir or Western Red Cedar) support beam.
7 Horizontal 8” sq. wood (Douglas Fir or Western Red Cedar) beams. Mount to vertical support beams with 2“ thru bolts through the ends.
8 CIP concrete top, color to match xxx.
9 CIP concrete base with fractured granite faces.
10 Round 2” powder coated aluminum thru bolts. Color to match PMS 4625c.
11 Square 2” powder coated aluminum thru bolts. Color to match PMS 4625c.

STONE BASED VEHICULAR DIRECTIONAL

Scale: 3/8”=1’-0”



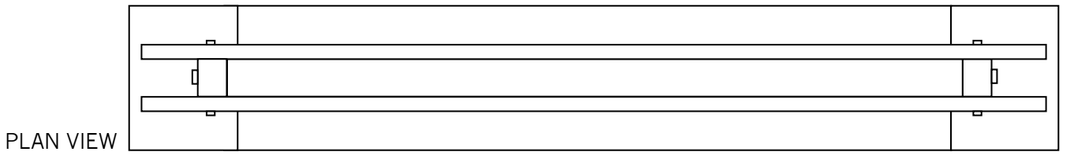
REAR ELEVATION

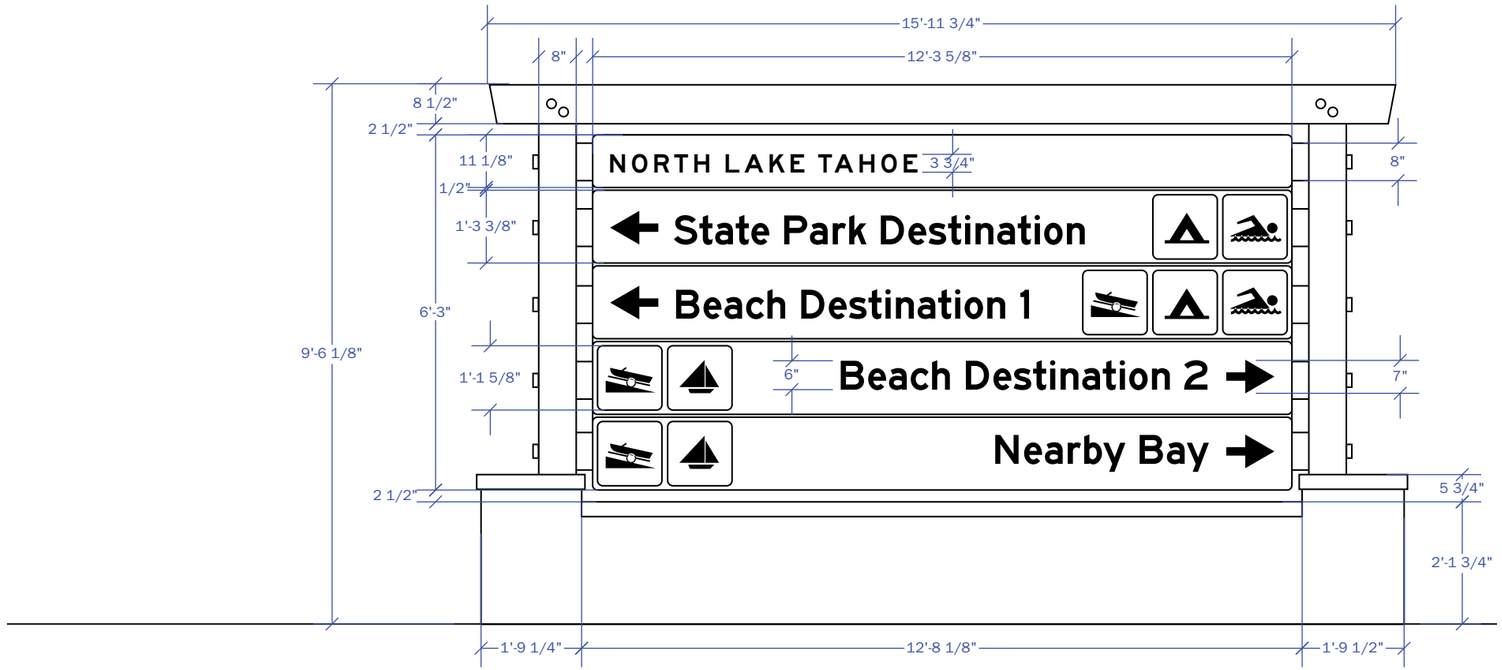
SPECIFICATIONS

1 8” x 3“ wood (Douglas Fir or Western Red Cedar) header bar. Mounts to vertical support beams with round 2” thru bolts.
2 1/4” powder coated aluminum sign backer panel with 1“ radius corners. Color to match PMS 342c. Panel finished with Clear Anti-Graffiti Coating 1800 Series by Ecological Coatings, LLC. Mount to horizontal beams with counter-sunk fasteners.
3 8“ sq. vertical wood (Douglas Fir or Western Red Cedar) support beam.
4 Horizontal 8” sq. wood (Douglas Fir or Western Red Cedar) beams. Mount to vertical support beams with 2“ thru bolts through the ends.
5 CIP concrete top, color to match xxx.
6 CIP concrete base with fractured granite faces.
7 Round 2” powder coated aluminum thru bolts. Color to match PMS 4625c.
8 Square 2” powder coated aluminum thru bolts. Color to match PMS 4625c.
9 Plastic Bird-B-Gone spikes.

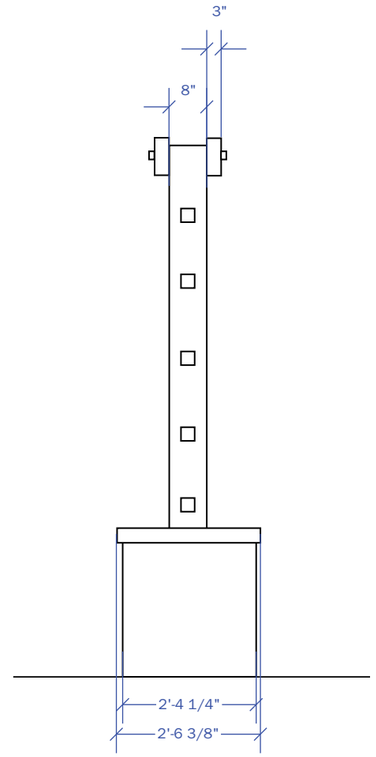
STONE BASED VEHICULAR DIRECTIONAL

Scale: 3/8”=1’-0”





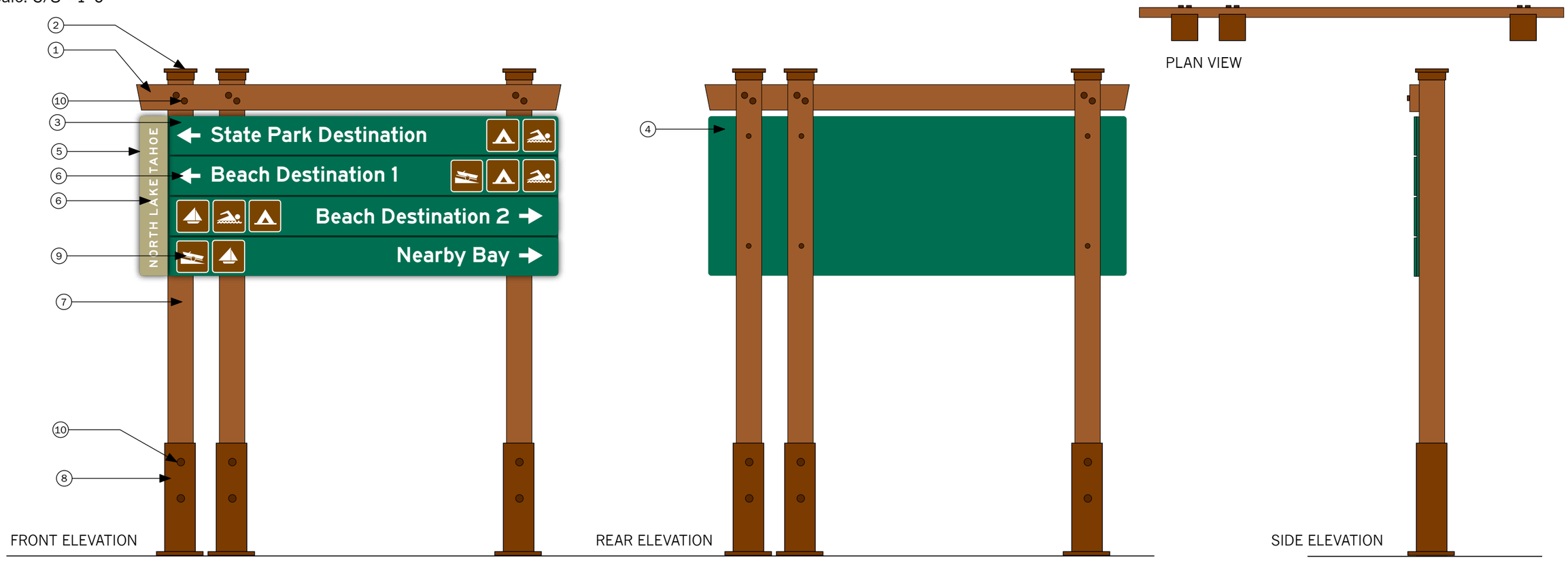
FRONT ELEVATION



SIDE ELEVATION

POLE MOUNTED VEHICULAR DIRECTIONAL, MULTIPLE DESTINATIONS

Scale: 3/8”=1’-0”

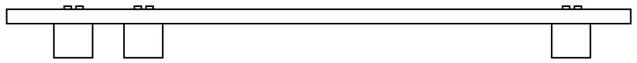


SPECIFICATIONS

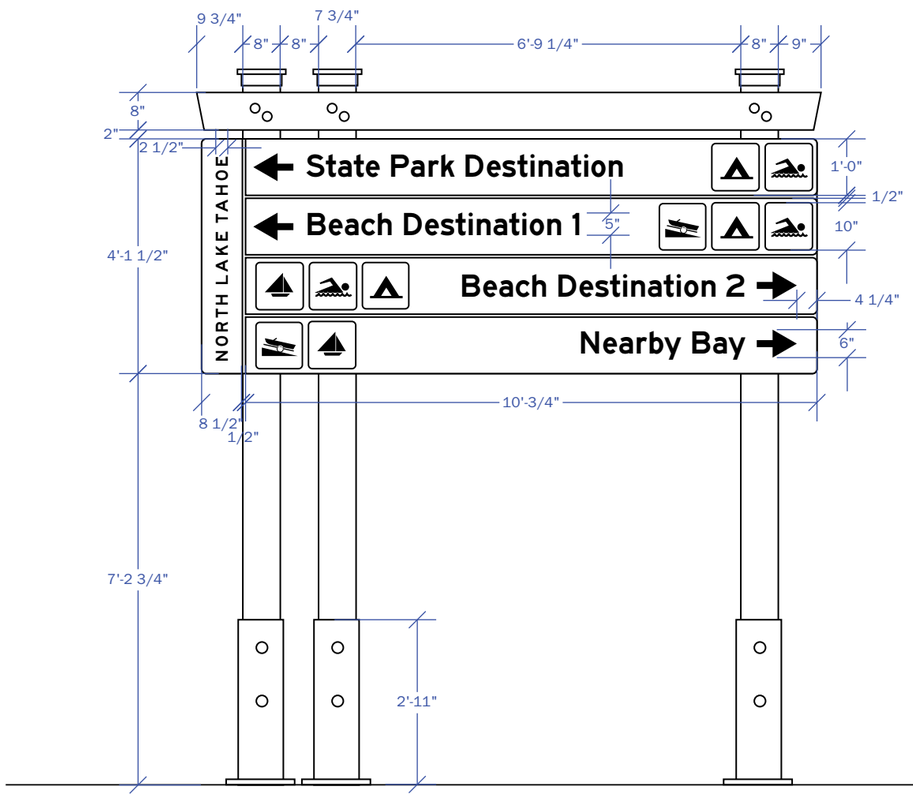
1 8” x 3“ wood (Douglas Fir or Western Red Cedar) header bar. Mounts to vertical support beams with round 2” thru bolts.
2 Powder coated aluminum caps. Color to match PMS 469c. Finished with Clear Anti-Graffiti Coating 1800 Series by Ecological Coatings, LLC.
3 1/4” powder coated aluminum sign panel with 1“ radius corners. Color to match PMS 342c. Panel finished with Clear Anti-Graffiti Coating 1800 Series by Ecological Coatings, LLC. Panels spaced 1/2” apart. Mounts to backer panel with construction adhesive.
4 1/4” powder coated aluminum backer panel with 1“ radius corners. Color to match PMS 342c. Panel finished with Clear Anti-Graffiti Coating 1800 Series by Ecological Coatings, LLC. Panels spaced 1/2” apart. Mounts to vertical support beams with counter-sunk fasteners.
5 1/4” powder coated aluminum sign panel with 1” radius corners. Color to match PMS 451c. Panel finished with Clear Anti-Graffiti Coating 1800 Series by Ecological Coatings, LLC. Mounts to backer panel with construction adhesive.
6 White reflective vinyl copy and directional arrows.
7 8“ sq. vertical wood support beam (Douglas Fir or Western Red Cedar).
8 Powder coated aluminum support covers. Color to match PMS 469c. Finished with Clear Anti-Graffiti Coating 1800 Series by Ecological Coatings, LLC. Mount to vertical support beams with round 2” thru bolts.
9 10” vinyl recreational symbol with 1“ radius corners. Symbol background to match PMS 469c, symbol in white.
10 Round 2” powder coated aluminum thru bolts. Color to match PMS 4625c.

POLE MOUNTED VEHICULAR DIRECTIONAL, MULTIPLE DESTINATIONS

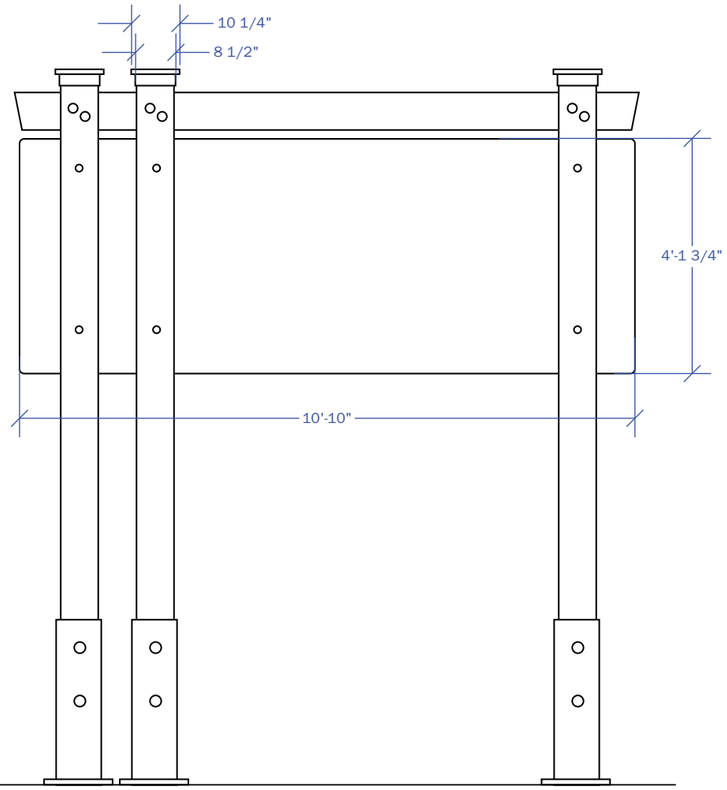
Scale: 3/8”=1’-0”



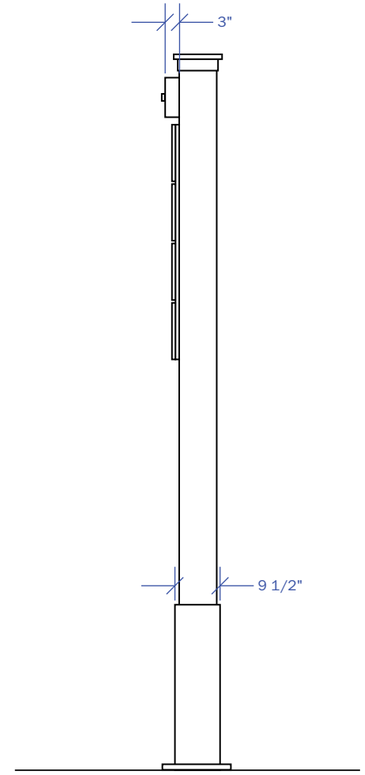
PLAN VIEW



FRONT ELEVATION



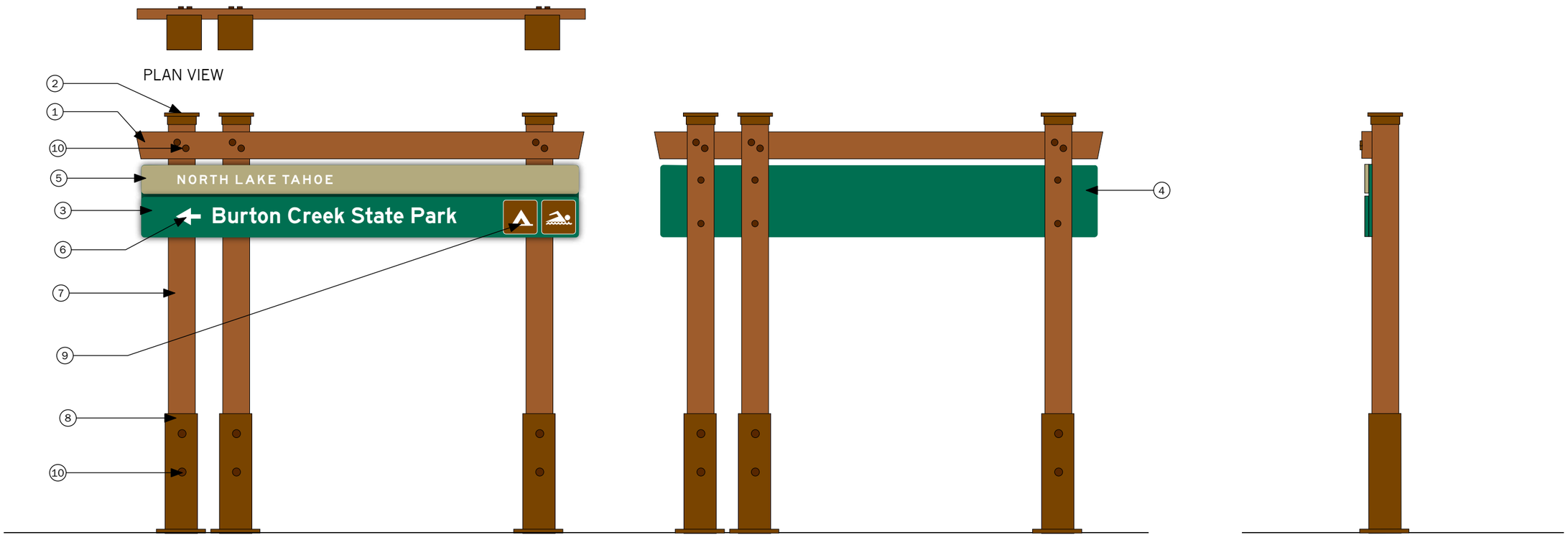
REAR ELEVATION



SIDE ELEVATION

POLE MOUNTED VEHICULAR DIRECTIONAL, SINGLE DESTINATION

Scale: 3/8”=1’-0”

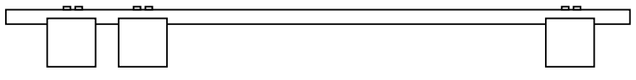


SPECIFICATIONS

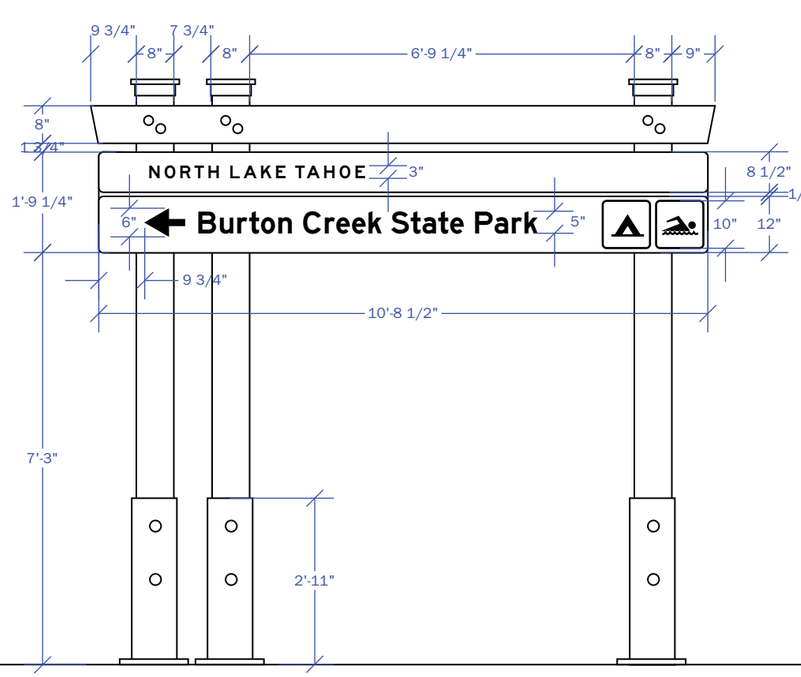
1 8” x 3“ wood (Douglas Fir or Western Red Cedar) header bar. Mounts to vertical support beams with round 2” thru bolts.
2 Powder coated aluminum caps. Color to match PMS 469c. Finished with Clear Anti-Graffiti Coating 1800 Series by Ecological Coatings, LLC.
3 1/4” powder coated aluminum sign panel with 1“ radius corners. Color to match PMS 342c. Panel finished with Clear Anti-Graffiti Coating 1800 Series by Ecological Coatings, LLC. Panels spaced 1/2” apart. Mounts to backer panel with construction adhesive.
4 1/4” powder coated aluminum backer panel with 1“ radius corners. Color to match PMS 342c. Panel finished with Clear Anti-Graffiti Coating 1800 Series by Ecological Coatings, LLC. Panels spaced 1/2” apart. Mounts to vertical support beams with counter-sunk fasteners.
5 1/4” powder coated aluminum sign panel with 1” radius corners. Color to match PMS 451c. Panel finished with Clear Anti-Graffiti Coating 1800 Series by Ecological Coatings, LLC. Mounts to backer panel with construction adhesive.
6 White reflective vinyl copy and directional arrows.
7 8“ sq. vertical wood support beam (Douglas Fir or Western Red Cedar).
8 Powder coated aluminum support covers. Color to match PMS 469c. Finished with Clear Anti-Graffiti Coating 1800 Series by Ecological Coatings, LLC. Mount to vertical support beams with round 2” thru bolts.
9 10” vinyl recreational symbol with 1“ radius corners. Symbol background to match PMS 469c, symbol in white.
10 Round 2” powder coated aluminum thru bolts. Color to match PMS 4625c.

POLE MOUNTED VEHICULAR DIRECTIONAL, SINGLE DESTINATION

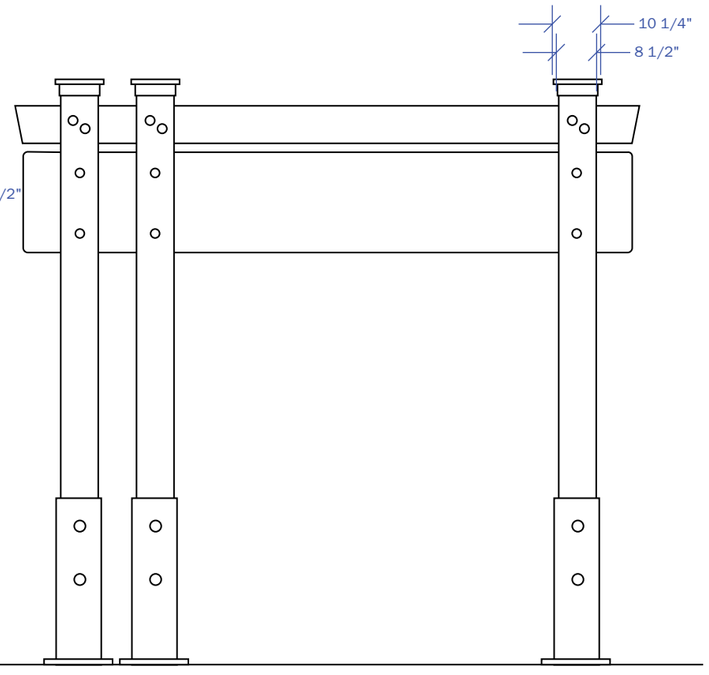
Scale: 3/8”=1’-0”



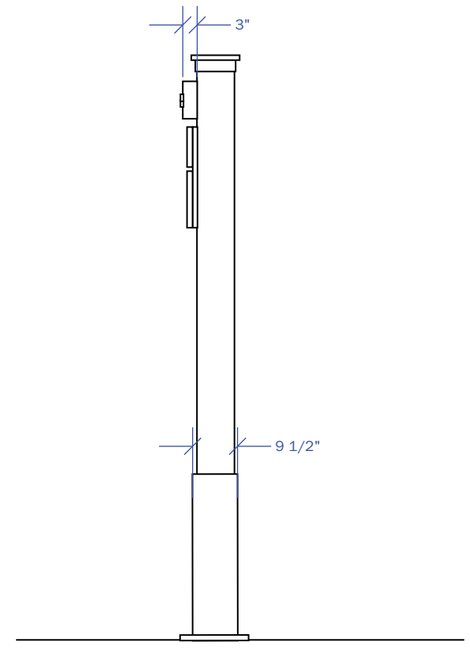
PLAN VIEW



FRONT ELEVATION



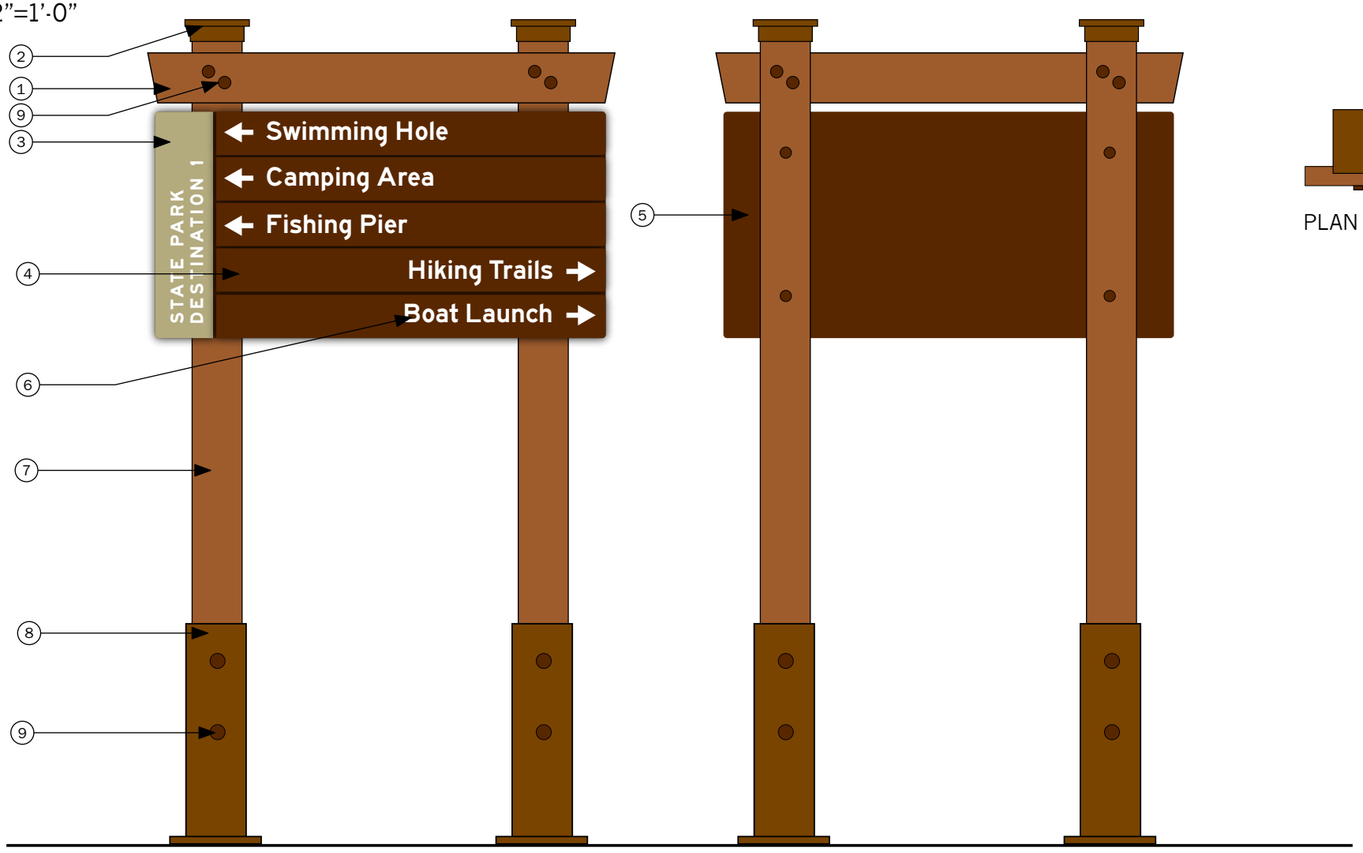
FRONT ELEVATION



SIDE ELEVATION

POLE MOUNTED PEDESTRIAN DIRECTIONAL

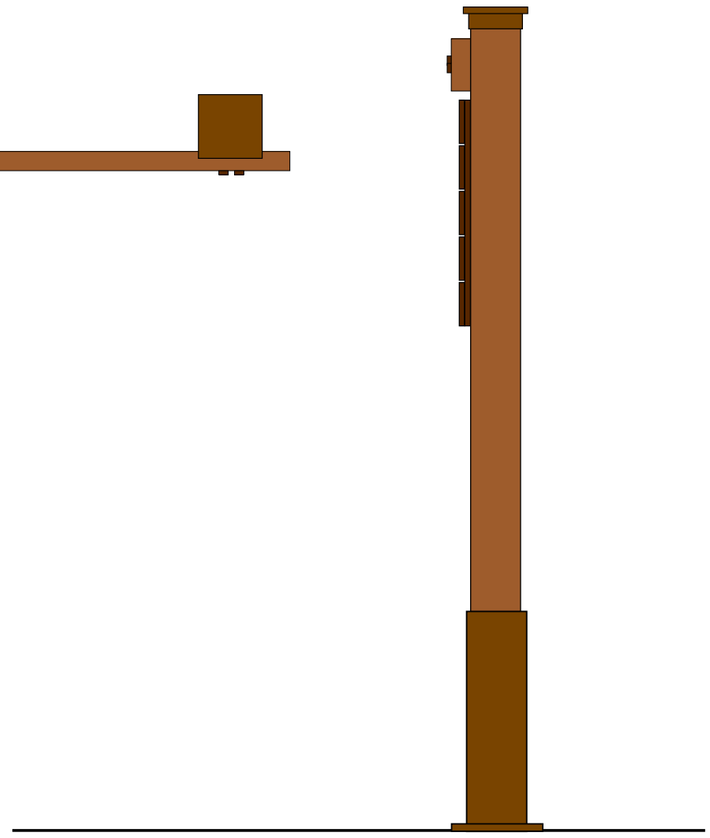
Scale: 1/2”=1’-0”



FRONT ELEVATION

REAR ELEVATION

PLAN VIEW



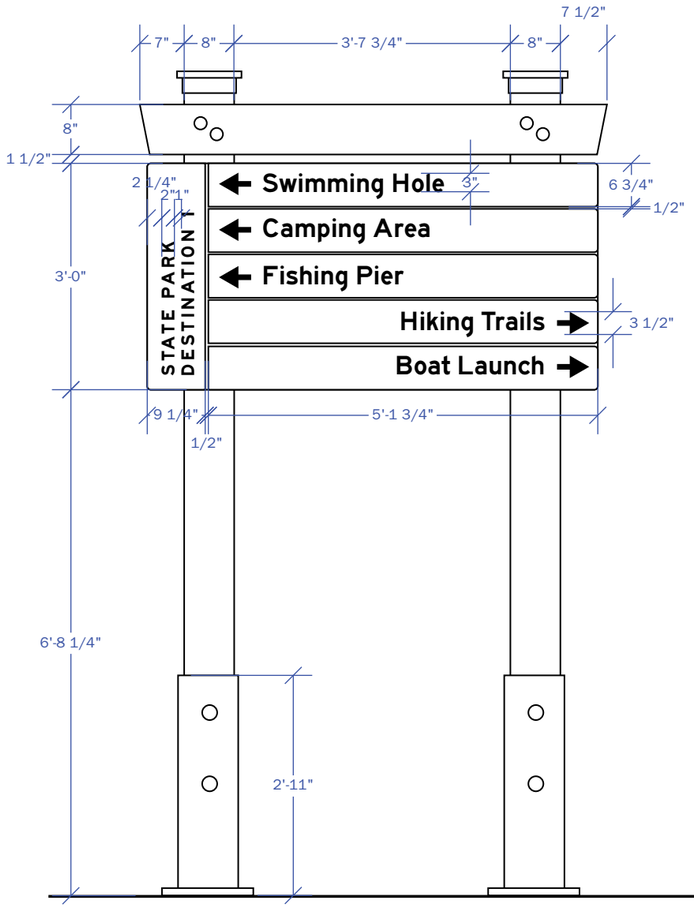
SIDE ELEVATION

SPECIFICATIONS

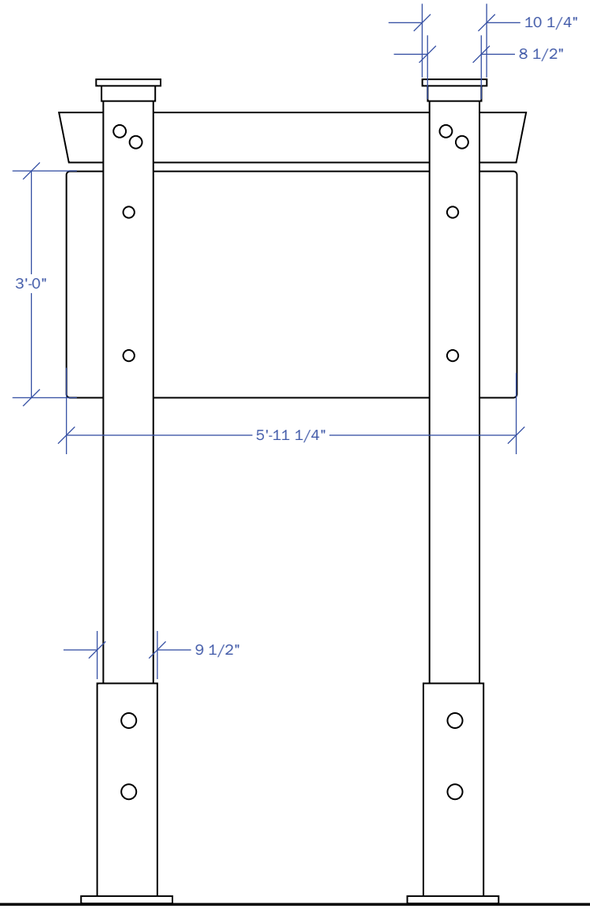
1 8” x 3“ wood (Douglas Fir or Western Red Cedar) header bar. Mounts to vertical support beams with round 2” thru bolts.
2 Powder coated aluminum caps. Color to match PMS 469c. Finished with Clear Anti-Graffiti Coating 1800 Series by Ecological Coatings, LLC.
3 1/4” powder coated aluminum sign panel with 1“ radius corners. Color to match PMS 451c. Panel finished with Clear Anti-Graffiti Coating 1800 Series by Ecological Coatings, LLC. Panels spaced 1/2” apart. Mounts to backer panel with construction adhesive.
4 1/4” powder coated aluminum backer panel with 1“ radius corners. Color to match PMS 4625c. Panel finished with Clear Anti-Graffiti Coating 1800 Series by Ecological Coatings, LLC. Panels spaced 1/2” apart. Mounts to vertical support beams with counter-sunk fasteners.
5 1/4” powder coated aluminum sign panel with 1” radius corners. Color to match PMS 4625c. Panel finished with Clear Anti-Graffiti Coating 1800 Series by Ecological Coatings, LLC. Mounts to backer panel with construction adhesive.
6 White reflective vinyl copy and directional arrows.
7 8“ sq. vertical wood support beam (Douglas Fir or Western Red Cedar).
8 Powder coated aluminum support covers. Color to match PMS 469c. Finished with Clear Anti-Graffiti Coating 1800 Series by Ecological Coatings, LLC. Mount to vertical support beams with round 2” thru bolts.
9 Round 2” powder coated aluminum thru bolts. Color to match PMS 4625c.

POLE MOUNTED PEDESTRIAN DIRECTIONAL

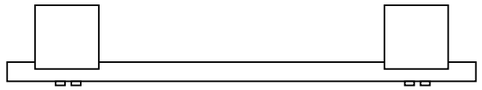
Scale: 1/2”=1’-0”



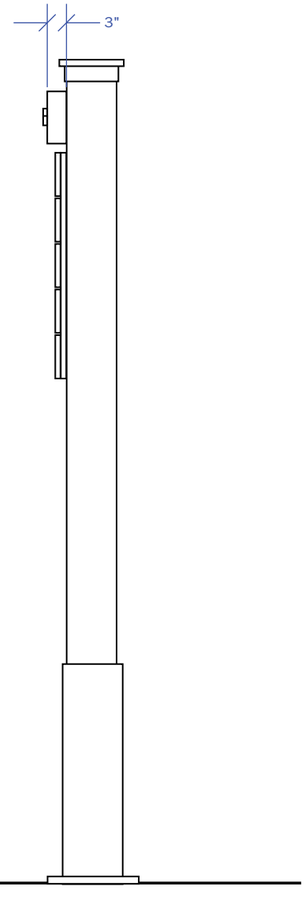
FRONT ELEVATION



REAR ELEVATION



PLAN VIEW



SIDE ELEVATION