

## **Downtown Blade Sign Grant Program Guidelines**

The City of Vacaville Downtown Blade Sign Grant Program is designed to assist in obtaining permanent exterior signage and increasing the aesthetic pedestrian lighting in the form of a lighted blade sign in the Downtown Target Area. This program is administered by the City of Vacaville Department of Housing Services (DHS).

The Downtown Blade Sign Grant Program provides up to a maximum amount of \$5,000 reimbursement for design, materials, fabrication, installation, and related City Community Development Department fees. The City of Vacaville has budgeted a specific amount for Blade Sign Grants. Applications will be prioritized in accordance with the priority Target Areas (see attached Downtown Target Area map).

### **Eligibility**

- Property owners and tenants of commercial properties located within the boundaries of the Downtown Target Area in Vacaville (see attached Downtown Target Area Map) are eligible.
- Sign applications must be approved by the DHS and must complete the City Community Development Department Sign Permit and/or other approval process.
- No active or pending Code Enforcement actions against the property.
- Business loans, if any, from the DHS must be current.
- Applications must be signed by the owner(s) of the building or, if the application is made by the tenant, by the building owner(s) and the tenant.
- All work must be conducted by contractors licensed by the State of California.
- Selected contractors are required to pay prevailing wages pursuant to the requirements of the California Labor Code, Section 1771 and 1774, to maintain and make available for inspection certified payroll records specified under Labor Code Section 1776 and to comply with apprenticeship requirements as required by Labor Code Section 1777.5.
- Preliminary design of blade sign included with application must comply with the Downtown Blade Sign Design Criteria attached.
- All blade sign designs must include an attached lighting fixture in compliance with the Downtown Blade Sign Design Criteria, see attached.

Downtown Blade Sign Design Criteria

Criterion		
Sign Area	Maximum area	6 square feet.
	Minimum Height from Ground	8 feet per California Building Code Chapter 3202.3.1.
	Maximum Distance from Building	9 inches, unless determined infeasible due to building or other limitations.
	Maximum Projection	No wider than 2/3 the length of the sidewalk below, when located less than 15 ft. above the sidewalk.
Graphics	Content	Business names only with no more than 10 percent dedicated to trademarks, logos or brands.
		Content shall be simple and bold.
	Lettering Size and Style	Approved lettering styles shall remain consistent with the existing approved styles in the Design Requirements for the Main Street Vacaville Historic District, Chapter V.B.3.d.
	Colors	Colors shall complement the building.
Colors shall be an integral part of the building design.		
Design	Signage shall have raised lettering provided by push-through/routed-out or sand-blasted designs. Cabinet signs are not allowed.	
Lighting	Lighting	Signage shall only be illuminated by indirect lighting provided by “goose-necked” or similar lights. Lighting shall project downward and shall not shine towards the street. Solar lighting can be considered.
Materials	Sign Materials	Compatible to façade.
		Durable.
	Attachment	Sign and light may be attached to building by a bracket or attached to an awning or other overhang by another device.

City Approval

All blade signs, lights, brackets, or other attachment devices must comply with the above Downtown Blade Design Criteria and the general standards as set by the Land Use and Development Code, and the Design Guidelines for the Main Street Vacaville Historic District, when applicable.

A Building Sign Permit and/or other required approvals are required prior to the installation of any sign, subject to review and approval by the Community Development Department. At the applicant’s risk, a Building Sign Permit or other required application may be submitted to the Community Development Department concurrently during review of the Downtown Blade Sign Grant application by the DHS. However, if changes are required by DHS staff in order to approve the Downtown Blade Sign Grant application, it is the responsibility of the applicant to submit changes to the Building Sign Permit or other required approvals which may increase fees.

## Requesting Grant Funds

The DHS will make reimbursement payment of the grant funds directly to the applicant upon completion of the installation of the approved lighted blade sign and submission of detailed supplier or vendor invoices and other eligible receipts. See 'A Step By Step Guide'.

## Downtown Priority Area Map



Downtown Grant applications are assigned a priority based on available funding. The first priority is to improve buildings in the historic district. The second priority is for historic commercial buildings along gateway streets and the third priority is for the remaining Downtown area as shown.

## **Downtown Blade Sign Grant Program**

### **A STEP BY STEP GUIDE FOR APPLICANTS**

This is a guide for applicants in completing all of the steps necessary to receive a Downtown Blade Sign Grant from the City of Vacaville.

1. Confirm that your building is within the Downtown Target Area.
2. Confirm there are no active or pending Code Enforcement actions against the property.
3. Confirm your business loans, if any, from the Department of Housing Services (DHS) are current.
4. Complete and sign the Downtown Blade Sign Grant application. If you are the tenant of the building, both the owner and you must sign the application.
5. Complete and submit a Building Sign Permit or other required application to the City's Community Development Department for approval.
6. Submit the application packet to the DHS, 40 Eldridge Avenue, Suite 2:
  - ✓ Completed and signed application,
  - ✓ Preliminary blade sign design,
  - ✓ Preliminary budget for work including estimated cost of design, materials, labor and permit costs
  - ✓ City Community Development permit application or approval.

Upon receipt, the DHS will review for conditional grant approval. Upon conditional grant approval, funds will be reserved for the proposed lighted blade sign.

7. Obtain final Building Sign Permit from the City Community Development Department approving installation of the lighted blade sign.
8. Upon receipt of Building Sign Permit and/or other required approval(s) from the City Community Development Department, blade sign fabrication and installation can occur.
9. DHS will make payment of the grant monies directly to the applicant upon completion of the installation and City approval of the installed approved blade sign. To request reimbursement, you must provide the following:
  1. detailed receipts or invoices that match the project description;
  2. copies of permit and/or other City required approval(s);
  3. copies of the final building permit;
  4. final lien releases, if applicable;
  5. copies of certified payroll from any contractors, if applicable; and
  6. other documentation requested by DHS for the approval(s) or costs of the blade sign, if needed.