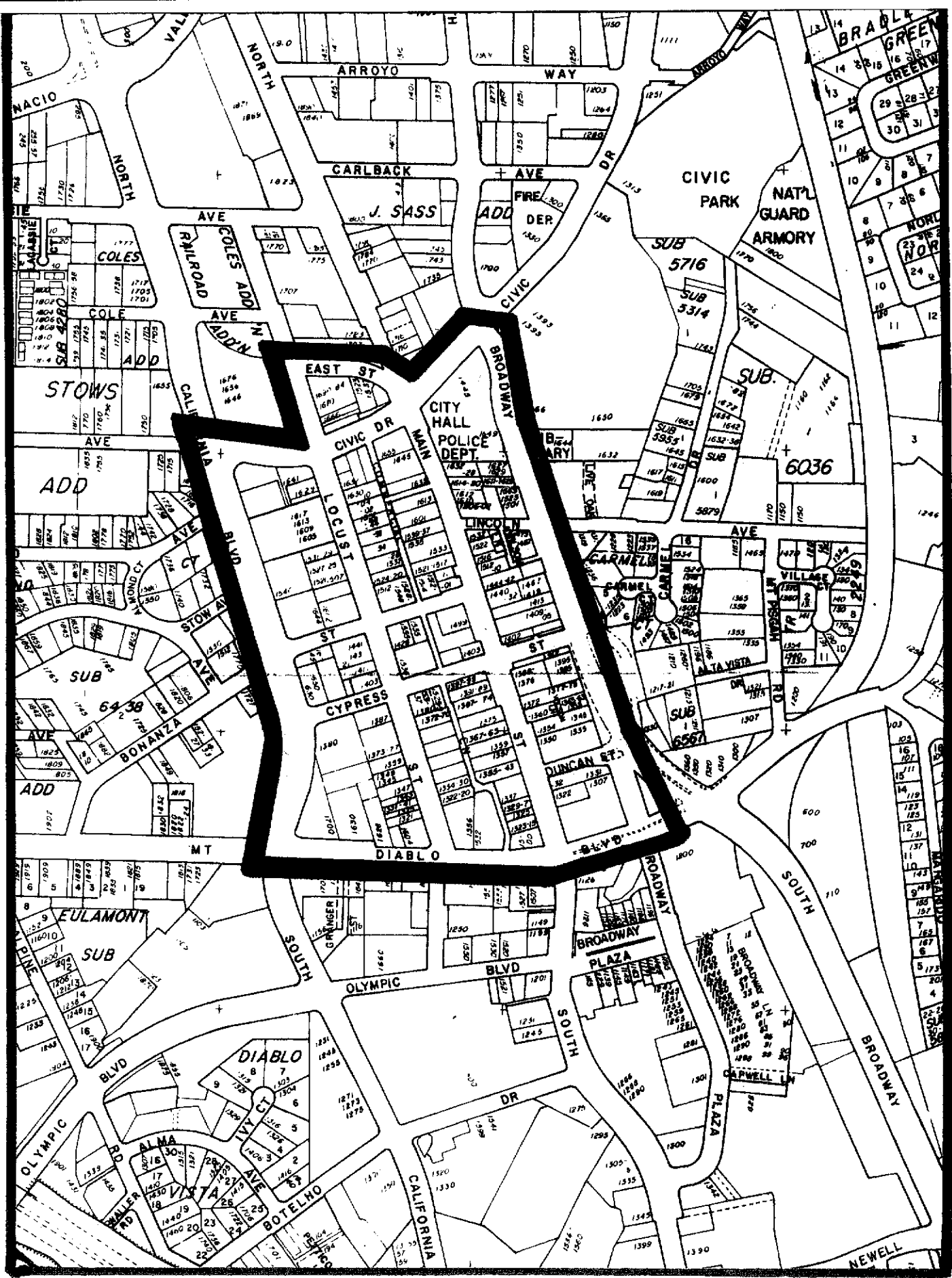


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# **Downtown Awning and Canopy Guidelines**

September 1991





Initial Study Area

**DOWNTOWN AWNING AND CANOPY PERMIT APPLICATION**

Business Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Address of business: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Property Owner-Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Store Front Building and Awning/Canopy Dimensions**

Height of Building/Tenant Space: \_\_\_\_\_ ft.

Width of Building/Tenant Space: \_\_\_\_\_ ft.

Number of Stories: \_\_\_\_\_ ft.

Height of Awning/Canopy: \_\_\_\_\_ ft.

Width of Awning/Canopy: \_\_\_\_\_ ft.

Percentage of Building Covered by the Awning or Canopy: \_\_\_\_\_

Percentage of Awning or Canopy Covered by Signage: \_\_\_\_\_

Awning Canvas Color Number: \_\_\_\_\_ Awning Canvas Color: \_\_\_\_\_

**Awning and Canopy Criteria Questions:**

YES NO

Will the proposed awning or canopy frame be at least 8 feet above the ground or public walkway?

Height above grade: \_\_\_\_\_

If the building is one story, will the awning or canopy be at least 6 inches from the parapet of the roof?

If the building has more than one story, will the first story awning or canopy be no higher than 18 inches from the floor level of a second story?

Does the proposed awning or canopy end with a minimum setback of 12 inches from the building edges or tenant lease lines?

Do any individual awnings exceed 23 feet in length?

Maximum length of individual awning or canopy: \_\_\_\_\_

Does this store front awning or canopy project 5 feet or less from the face of the building?

Will the awning or canopy cover 50% or less of the sidewalk width from the face of the curb to the building face?

Is the awning or canopy made out of canvas type fabric and not of metal, aluminum, wood, synthetic or plastic materials?

YES NO  
  Does the awning or canopy cover less than 25% of the first floor building face?

List percentage: \_\_\_\_\_ %

Will the awning or canopy framework be painted?

Please specify color: \_\_\_\_\_

Will there be internal illumination of the proposed awning or canopy?

Will there be illumination of the awning or canopy by directed light?

**Awning and Canopy Signage Criteria:**

Is the store identification or lettering of the proposed awning or canopy less than 30% of the total square footage of the awning or canopy?

Please specify percentage: \_\_\_\_\_ %

Will the proposed awning or canopy incorporate signage lettering that faces the street?

Will there be any lettering or sign logos placed on the sides of the proposed awning or canopy?

Will there be a shingle sign suspended from the underside of this awning?

How far above grade will this sign be? \_\_\_\_\_

Size of the sign? \_\_\_\_\_

I have answered and understood the awning and canopy guidelines. All information I have provided is truthful and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

NOT WRITE BELOW THIS LINE

(Staff Approval Section)

Will the proposed awning or canopy have bright, flashy, brilliant or neon colors, or striped and checkerboard patterns?

Does the awning or canopy conceal architectural features such as brick, tile, columns or other integral architectural components of the building?

Does the awning or canopy encroach upon or disturb existing street trees?

Does the awning or canopy compliment and enhance the architectural style of the store front?

Does the awning or canopy color harmonize with and complement the color of the building?

Is the awning or canopy made of colors that are subdued, solid, and muted?

Encroachment agreement completed, samples & plans submitted, and fee paid?

Percentage of Awning or Canopy Covering the Building Face: \_\_\_\_\_

Percentage of Signage Covering the Awning or Canopy Surface: \_\_\_\_\_

Additional conditions of approval:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved  Denied  Referred to the Design Review Commission

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

RECORDING REQUESTED BY:

WHEN RECORDED, SEND TO:  
CITY ENGINEER  
CITY OF WALNUT CREEK  
P.O. BOX 8039  
Walnut Creek, CA 94596

ENCROACHMENT PERMIT AGREEMENT  
PERMIT NO. \_\_\_\_\_

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, by and between \_\_\_\_\_, ("OWNER") and THE CITY OF WALNUT CREEK, a municipal corporation ("CITY"):

RECITALS

A. This Agreement is based upon the following facts: OWNER is the OWNER of certain real property located in CITY, commonly known as \_\_\_\_\_ ("Assessor's Parcel No. \_\_\_\_\_") (hereinafter "THE PROPERTY").

B. A portion of the improvements by way of an AWNING/CANOPY encroaches \_\_\_\_\_ feet, more or less, onto the CITY's right-of-way known as \_\_\_\_\_ (hereinafter the "ENCROACHMENT").

C. The subject AWNING/CANOPY was approved by the Walnut Creek Planning Department on \_\_\_\_\_ under Planning Permit No. \_\_\_\_\_ OR received City of Walnut Creek Design Review approval on \_\_\_\_\_ under application No. \_\_\_\_\_ by Resolution No. \_\_\_\_\_.

D. CITY has determined that at this time, the ENCROACHMENT does not jeopardize the public health, safety or welfare.

AGREEMENT

1. ENCROACHMENT Permit. CITY hereby grants to OWNER an ENCROACHMENT permit for the ENCROACHMENT into CITY's right-of-way on \_\_\_\_\_. This permit is based upon the finding that the ENCROACHMENT does not unduly obstruct the right-of-way at this time, or with respect to any proposed plans of which CITY has knowledge, and is issued subject to the following conditions:

(a) No addition, improvement or expansion shall be made to the existing building which would cause further ENCROACHMENT into CITY's right-of-way.

(b) Any Awning or Canopy that, in the opinion of the Chief of Code Enforcement, is unsafe, insecure, damaged or disfigured shall be deemed a nuisance and shall be corrected or removed, together with any supporting structure, by the owner of the land or building upon which such a structure is supported within thirty (30) days after written notice to remove the awning/ canopy and its supporting structure is mailed by the Chief of Code Enforcement. If, in the opinion of the Chief of Code Enforcement, such awning/ canopy and its supporting structure is in immediate peril to persons or property, he may require immediate removal of such awning/ canopy and its supporting structure by the owner of the real property to which the awning/ canopy and its supporting structure is attached.

(c) This permit may be revoked upon written notice from CITY to OWNER, or OWNER's successor, in the event CITY reasonably determines that the ENCROACHMENT interferes with CITY's use of the right-of-way, including, but not limited to, any utility installations. OWNER or its successor shall remove the ENCROACHMENT within three (3) months of the date of notification.

2. Defense Indemnity. OWNER agrees, at its sole expense, to defend, and hold harmless the City of Walnut Creek, its officers, agents, and employees from any claim, action, or proceeding against the City, or its officers, agents and employees against any and all claims or actions brought by any person for injuries or damage resulting from the ENCROACHMENT, or the non-performance of this Agreement by OWNER, and to indemnify CITY, its officers, agents and employees for any judgment, costs, expenses and fees, including attorneys' and other professional fees, which they may incur from such claim or action.

3. Time. Time is of the essence in the performance any act or obligation required under this Agreement.

4. Binding on successors. The burdens and benefits of this Agreement inure to the successors in interest of the parties to this Agreement, including, without limitation, their heirs, representatives and assigns.

EXECUTED this \_\_\_\_ day of \_\_\_\_\_, 199\_\_, in Walnut Creek, California.

OWNER: \_\_\_\_\_

ATTACH ACKNOWLEDGMENT

APPROVED AS TO FORM:

CITY OF WALNUT CREEK

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
City Engineer

STATE OF CALIFORNIA, COUNTY OF CONTRA COSTA

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before me, the undersigned Notary Public, personally appeared F. J. Kennedy, personally known to be to be the person who executed this instrument as City Engineer of the City of Walnut Creek and acknowledged to me that the City of Walnut Creek executed it.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary in and for said State

### SAMPLE SUBMITTAL DRAWINGS

Immediately attached to this page are sample drawings of what should be submitted to the City of Walnut Creek for awning and canopy proposals. Remember that all drawings must follow the stated criteria:

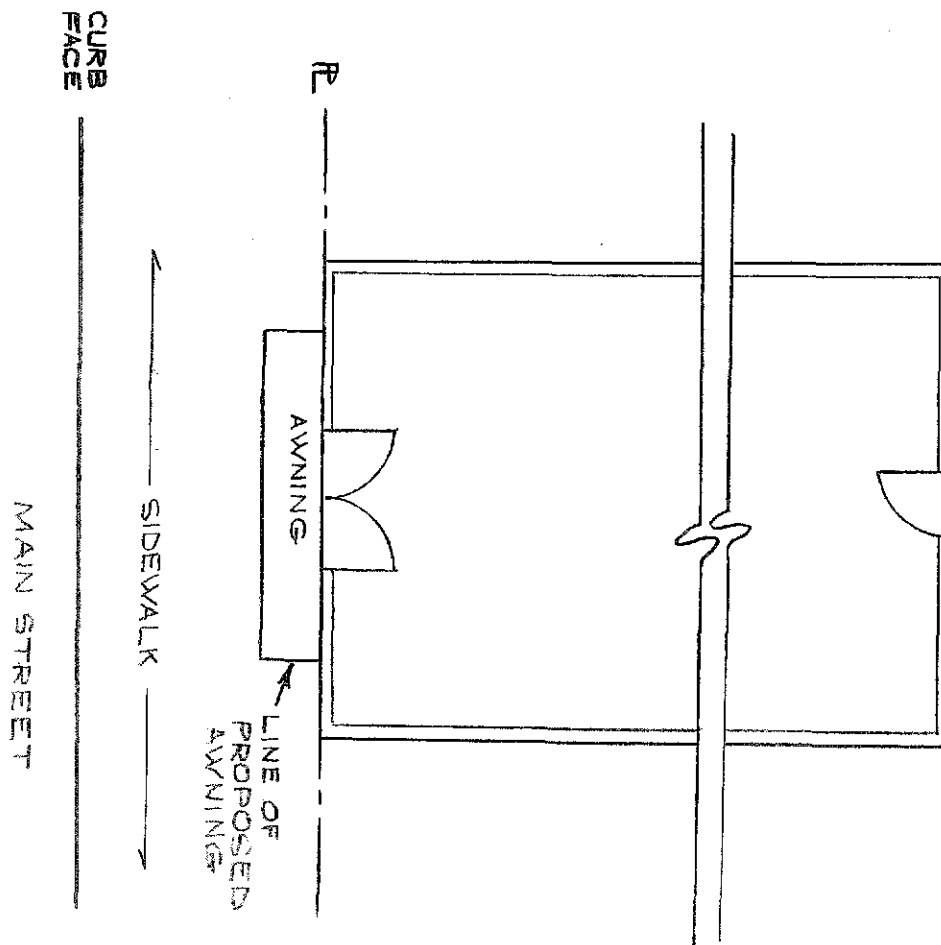
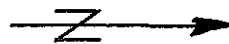
1. Drawings should be on 11" x 17" paper.
2. The drawings must have a building plot plan, plot plan of the front of the building, frame detail elevation, section plan, awning elevation, and an awning attachment detail.
3. Any scale that is appropriate for 11" x 17" paper is acceptable for submittals to the Planning Department. The submitted plans should be drawn to scale and include:
  - a. Building plot plan
  - b. Plot plan of the front of the building
  - c. Frame detail elevation
  - d. Section plan
  - e. Awning elevation
  - f. Awning attachment detail
4. All plans should be scaled, dimensioned and include a north arrow.
5. Three sets of plans are required.



**Submittal  
Samples**



SCALE:  $\frac{1}{8}'' = 1'-0''$



Project Applicant:

Business Name:

Date:

**ACME AWNING COMPANY**

(510) 999-9999

2784 Main Street  
Oakland, California 94612

BUILDING PLOT  
PLAN

Sheet No.

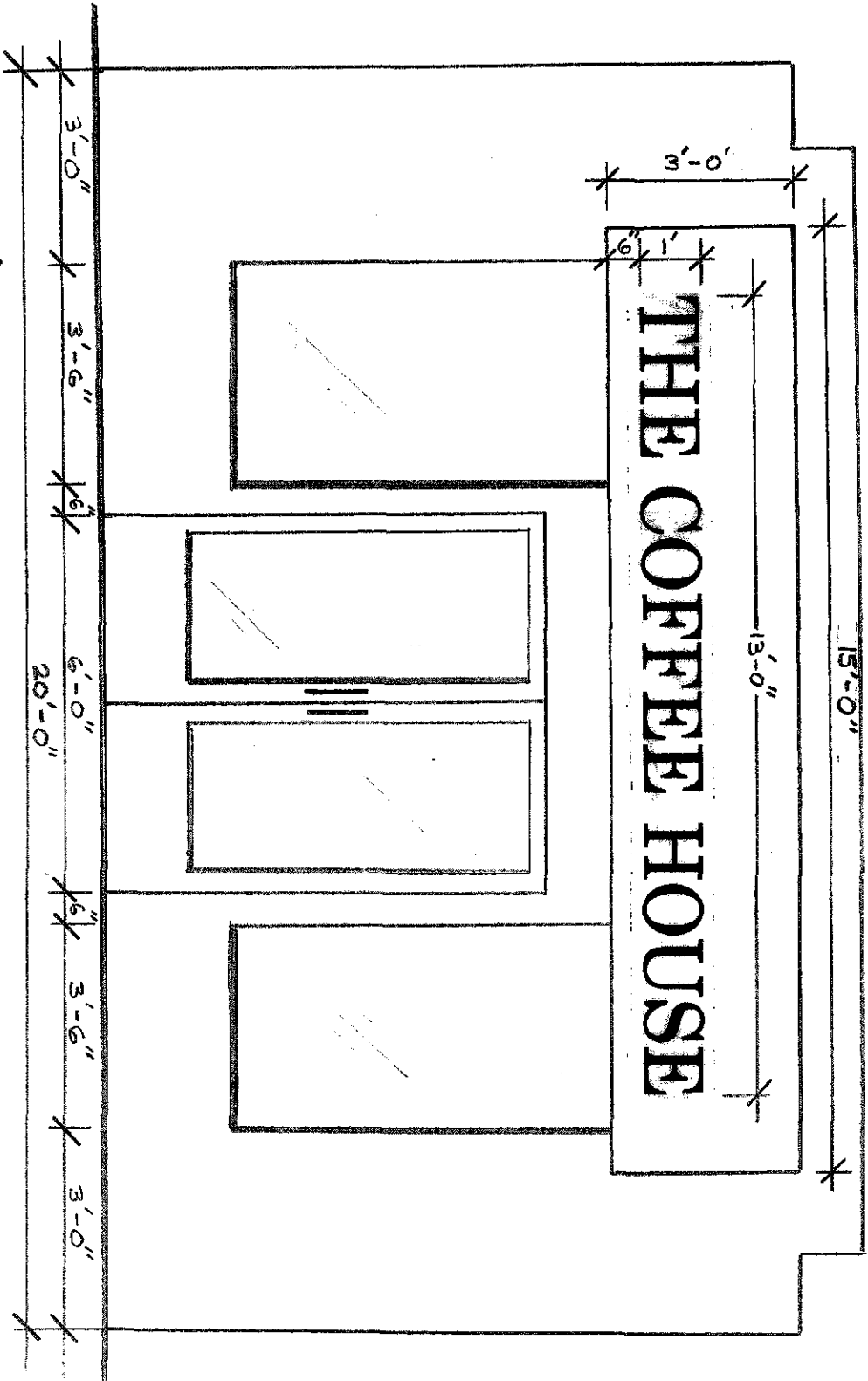
1  
of  
6

Walnut  
City Of Creek

**Submittal  
Samples**

EACH LETTER OF  
AWNING SIGNAGE WILL BE  
WHITE IN COLOR AND  
HAND STITCHED ONTO  
THE AWNING CANVAS.

SCALE:  $\frac{3}{8}$ " = 1'-0"



Project Applicant:

Business Name:

Date:

**ACME** AWNING  
COMPANY

(510) 999-9999

2784 Main Street  
Oakland, California 94612

AWNING ELEVATION

FABRIC:

FONT:

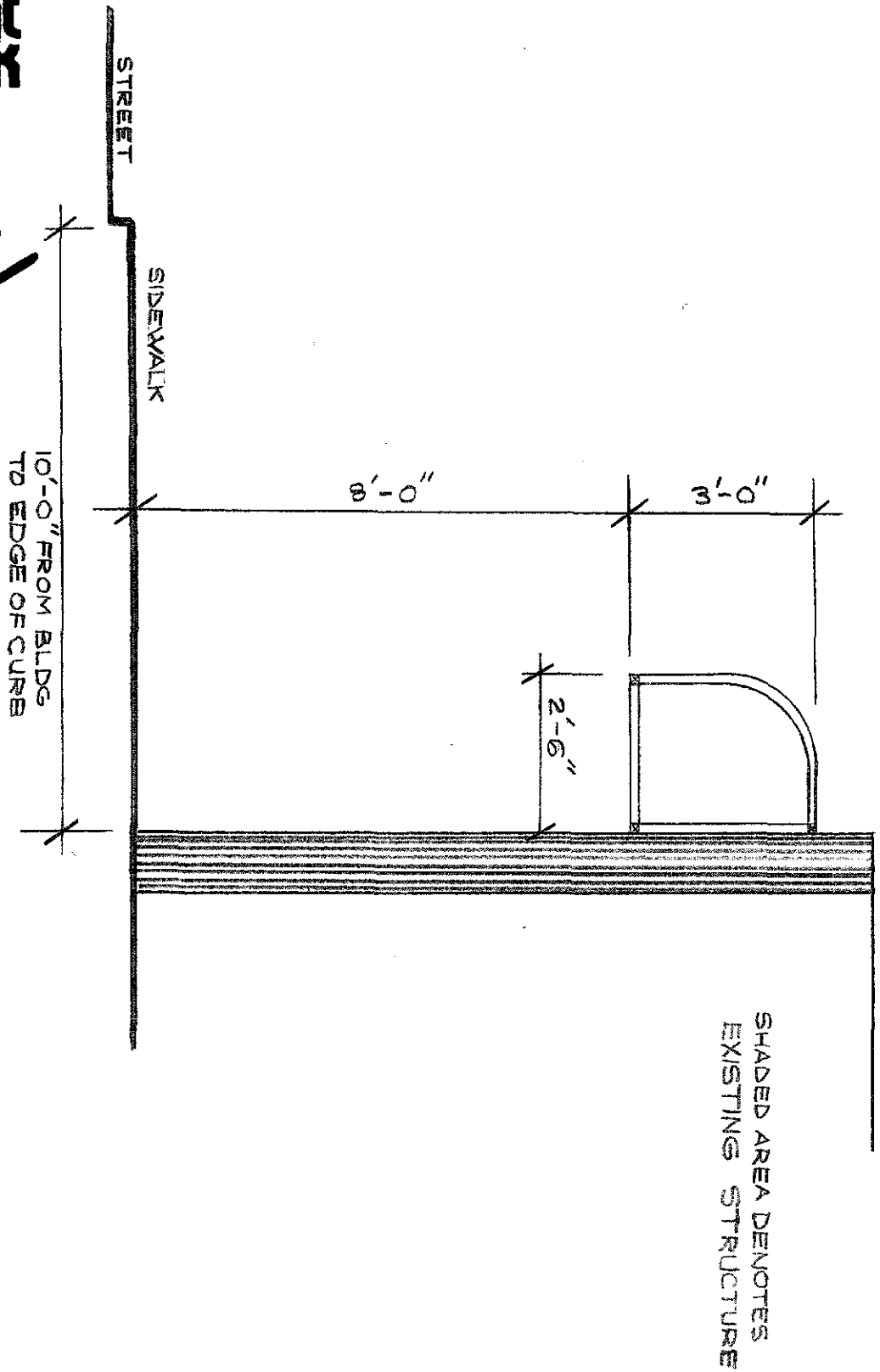
Sheet No.

2  
of  
6

Walnut  
City Of Creek

Submittal  
Samples

SCALE:  $\frac{3}{8}$ " = 1'-0"



Project Applicant:

Business Name:

Date:

**ACME** AWNING  
COMPANY

(510) 999-9999

2784 Main Street  
Oakland, California 94612

SECTION PLAN

Sheet No.

3  
of  
6

## PREAPPROVED AWNING AND CANOPY GUIDELINES

### Purpose and Intent:

In May of 1991, an Awning Committee was established to streamline the processing time for simple awning and canopy proposals. The committee was composed of members from the Downtown Business Association (DBA), downtown merchants, and members of the Design Review Commission. The committee sought to assemble simple awning and canopy design guidelines that are easily understood. These guidelines provide merchants, awning companies, and architects minimum design criteria for expedient approval in the downtown area. However, at staff's discretion this awning criteria could be applied to other buildings outside the downtown area on a case by case basis. It is not the intent of these guidelines to discourage more creative or innovative awning or canopy proposals beyond this criteria.

City planning staff will review and approve awning and canopy proposals that conform to the awning and canopy guidelines. Awning or canopy proposals that do not meet the following guidelines are reviewed by the Design Review Commission.

These awning and canopy guidelines are intended as interim guidelines. They will be reviewed in March of 1992 by the Design Review Commission for possible amendments.

### Permit Required:

A permit application form, obtained by the Planning Department, must be completed and filed to initiate processing. Staff will review the awning permit request for compliance of these guidelines. In addition to the awning and canopy permit, an encroachment permit agreement must also be completed (See Attachment 2) together with attainment of a building permit from the Building Department.

### Application Submittal Requirements:

All applications must have the following submittal items: (See Examples contained in Attachment 3)

- (1) Detailed drawings illustrating the proposed awning or canopy. The drawings must have dimensions, cross sections, frame design, plan views, section plans, awning elevations, building face elevations, and property lines. Three sets of plans are required.
- (2) Plans shall be drawn to an appropriate scale and have a north arrow.
- (3) Plans shall be drawn on 11" by 17" paper.
- (4) A 5 inch by 5 inch canvas sample to verify material and color of the awning.
- (5) A 4 inch by 6 inch photograph of the building face.
- (6) A \$50.00 processing fee.

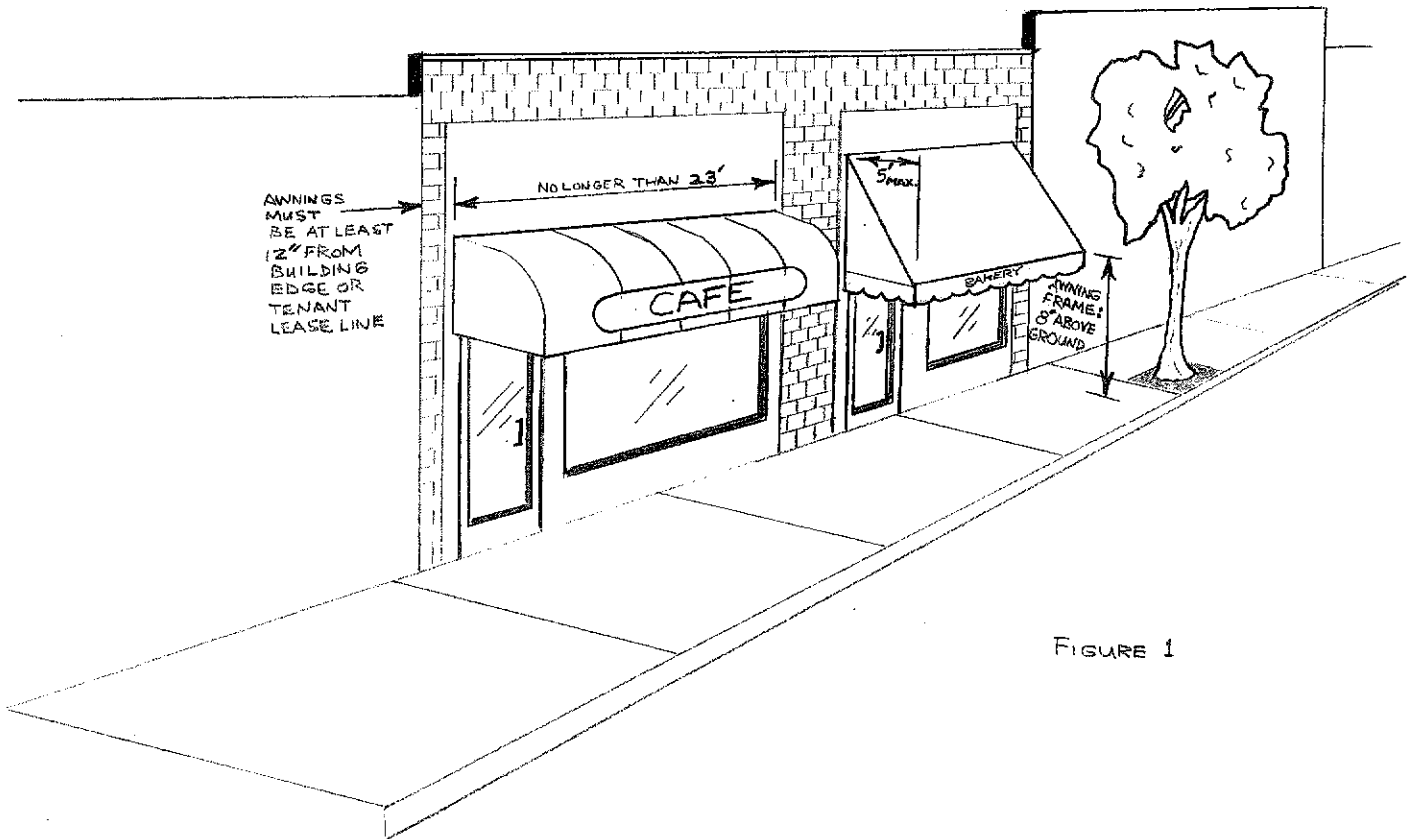
### Placement of an Awning or Canopy on a Building:

In order to gain the proper architectural proportions for the downtown pedestrian area, awnings and canopies should be arranged so that building forms stand out and awnings and canopies become a feature which accents the buildings. Because the average downtown lot is fifty feet wide, the following standards have been drafted.

- All awning and canopy frames shall be at least 8 feet above existing grade or the public walkway. (Uniform Building Code Requirement)
- A canvas valance, which would hang below the awning or canopy frame, is allowed. This valance must be at least 7 feet 6 inches above grade.

- For one story buildings, tops of awnings or canopies shall be at least 6 inches from the top of the building or parapet. For buildings more than one story, first story awnings or canopies must be no higher than 18 inches above the floor level of a second story. All second story awnings or canopies shall be subject to Design Review Commission approval.
- A minimum 12 inch setback from the building edges or tenant lease lines shall be provided at the ends of an awning or canopy. No single awning or canopy segment shall be longer than 23 feet in length. Larger awnings may be considered by the Design Review Commission.
- Awnings and canopies shall not conceal architectural features such as brick, tile, columns or other integral architectural components of the building. Further, awnings and canopies shall compliment and enhance the architectural style of a storefront.

Note: Some of the placement guidelines for awnings and canopies described above are shown in Figure 1.



### Awning and Canopy Size Requirements:

The size of an awning or canopy should compliment the existing building form. The overall goal of these guidelines is to create a downtown with visually complimentary elements. The size of awnings and canopies can help accomplish this goal.

- Store front awnings and canopies shall project no further than 5 feet from the building face nor cover more than 50% of the sidewalk width, whichever is less. For purposes of this section, sidewalk width shall be measured from the face of the curb to the building face.
- Awnings and canopies shall cover no more than 25% of the first floor building face. The first floor of any building downtown is defined as the area from grade to the building parapet, roof eave line or below the finished floor of the second story.
- If an awning or canopy extends into the public right-of-way, an encroachment agreement shall be executed.

Note: Some of the size requirements for awnings and canopies are shown in Figure 2.

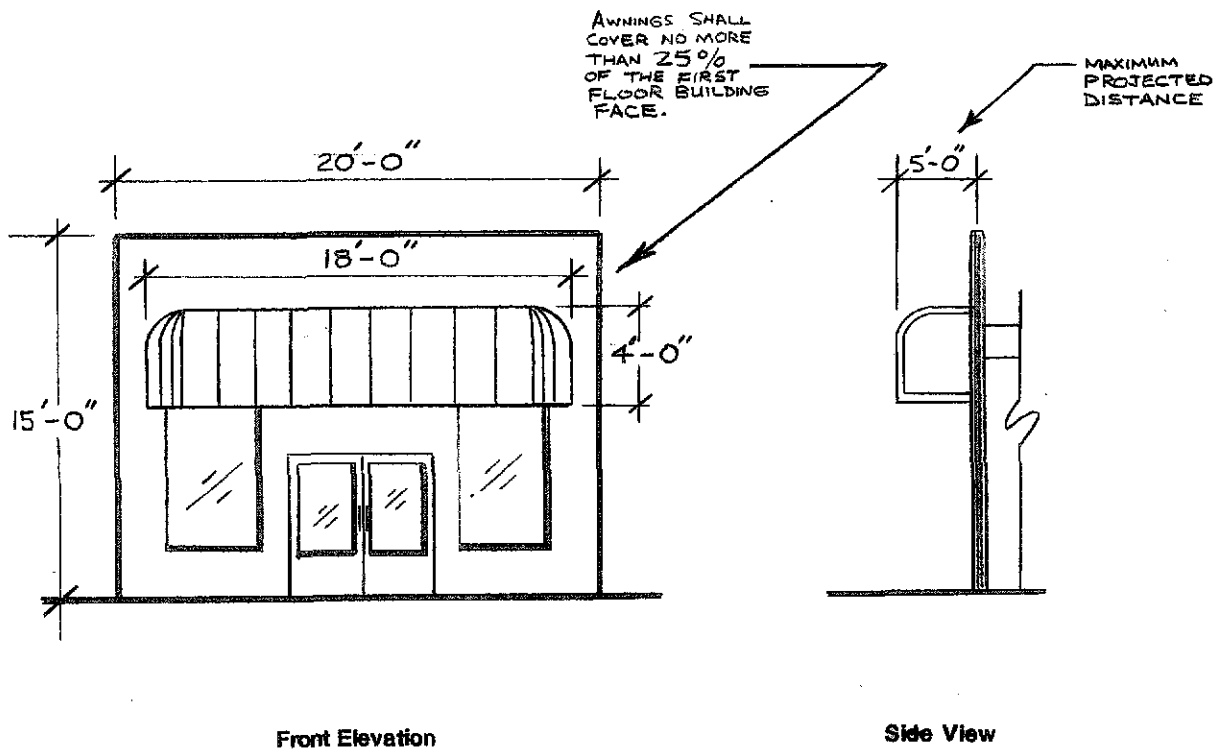


FIGURE 2

### Awning and Canopy Signage Requirements:

Merchants need signage to be identified by customers. Since the downtown area is pedestrian oriented, smaller signage requirements are appropriate. Signs should enhance and be proportional to awning or canopy to which they are affixed. These requirements are intended to provide for visually attractive sign identification. These sign guidelines are not exclusive of the sign requirements provided in the Walnut Creek Sign Ordinance.

- Store identification or lettering on awnings or canopies shall be limited to eighteen inches in height.
- Store identification or lettering on an awning or canopy shall not exceed 30% of the total square footage of an awning or canopy. The 30% area shall be based on the projected vertical surface shown on plan elevations. (See Figure 3)

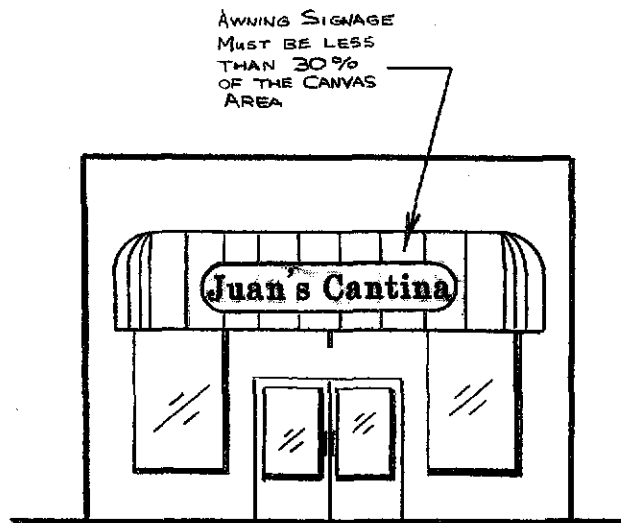
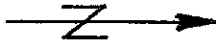


FIGURE 3

All company emblems or logos on awnings or canopies shall be a maximum size of 8 square feet which shall count toward the 30% of the vertical projected area of the awning which is the maximum sign area. Painted borders and designs shall count towards the 30%.

**Submittal  
Samples**



CURB  
FACE

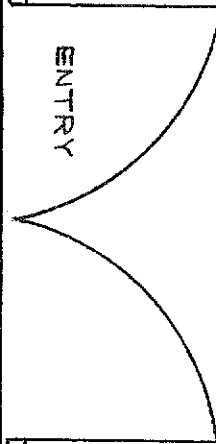
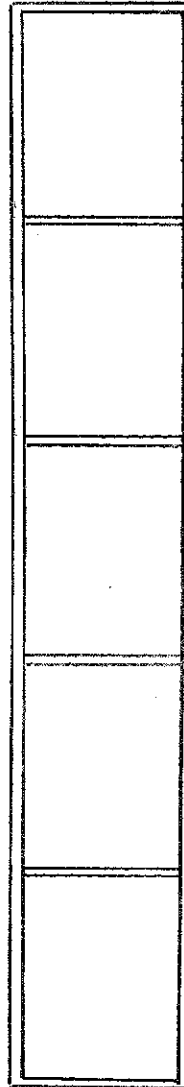
SCALE:  $\frac{3}{8}$ " = 1'-0"



SIDEWALK  
AREA

5 EQUAL SPACES  
36"  
@ 36" W/6 RIBS

10'-0"



ENTRY

Project Applicant:

Business Name:

Date:

**ACME AWNING  
COMPANY**

(510) 999-9999

2784 Main Street  
Oakland, California 94612

PLOT PLAN

Sheet No.

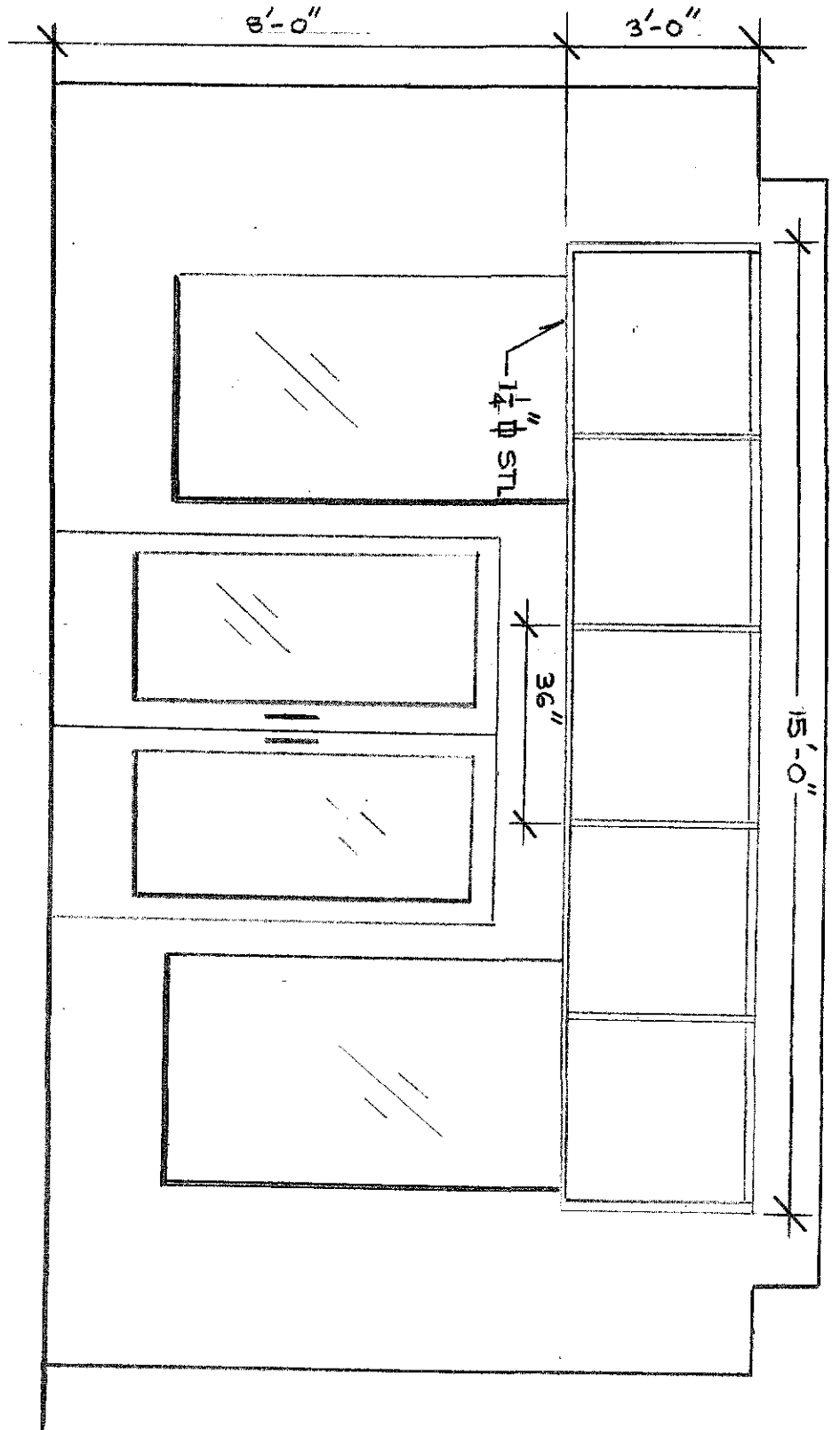
4  
of  
6



Walnut  
City Of Creek

Submittal  
Samples

SCALE:  $\frac{3}{8}'' = 1'-0''$



Project Applicant:

Business Name:

Date:

**ACME** AWNING  
COMPANY

(510) 999-9999

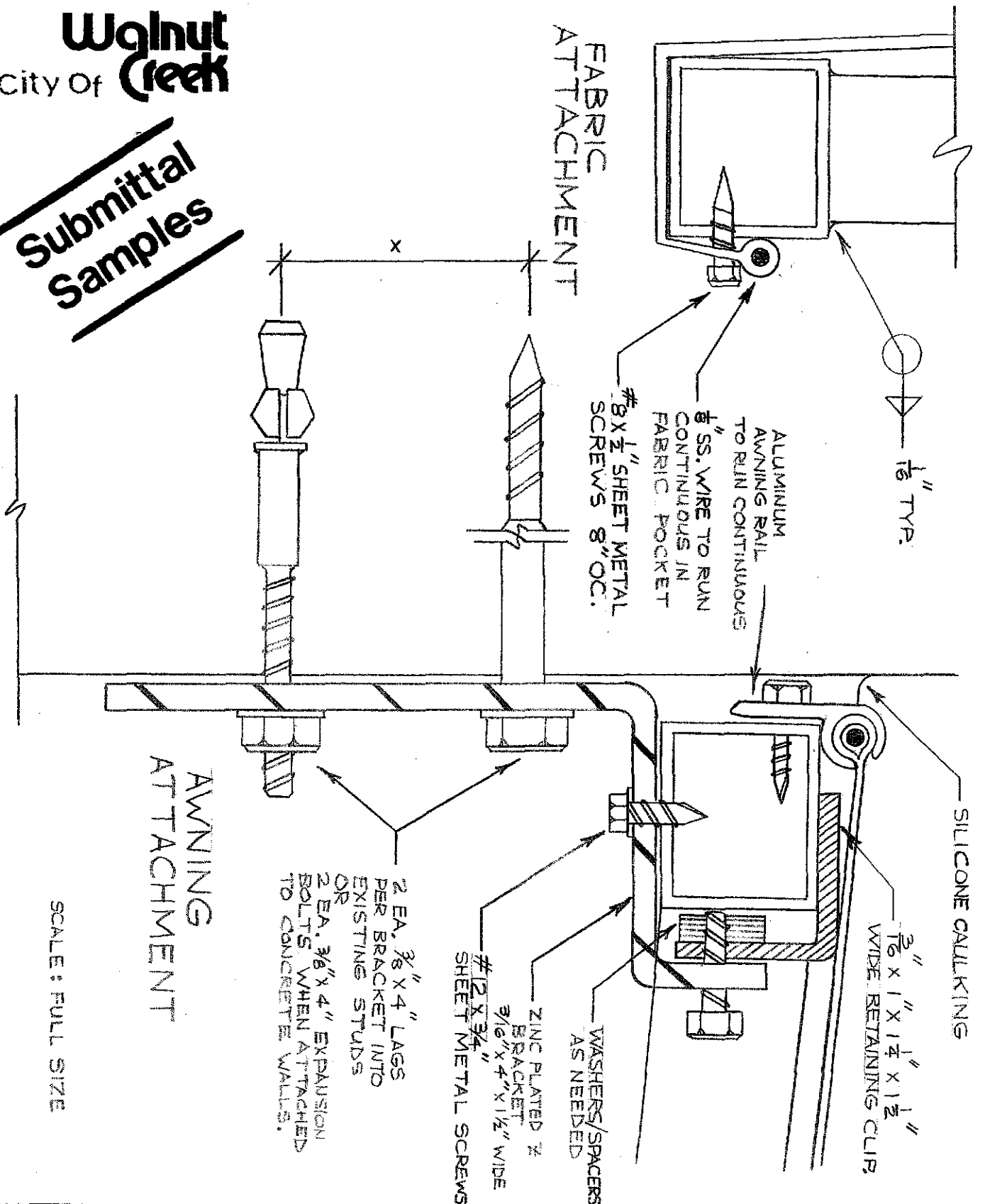
2784 Main Street  
Oakland, California 94612

FRAME DETAIL  
ELEVATION

Sheet No.

5  
of  
6

**Submittal Samples**



SCALE: FULL SIZE

Project Applicant:  
Business Name:  
Date:

**ACME AWNING COMPANY**  
(510) 999-9999  
2784 Main Street  
Oakland, California 94612

AWNING AND FABRIC ATTACHMENT DETAIL

Sheet No.  
6 of 9

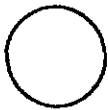
Note: An example of how to calculate the maximum sign area is shown in Figure 4.

AWNING SIGNAGE  
SIZE REQUIREMENTS:

A sign may consist of one or more elements organized to form a unit. To determine size, enclose the sign or its elements in the smallest possible circle or polygon containing six or fewer sides. The polygon may be any plane figure with three to six sides. (Walnut Creek Municipal Code Section 10-2.101, bm)

FIGURE 4

CIRCLE



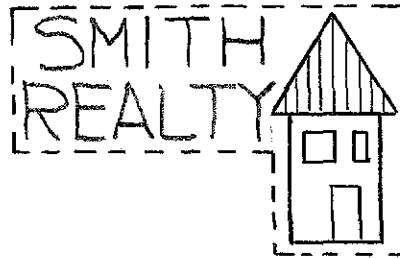
POLYGONS



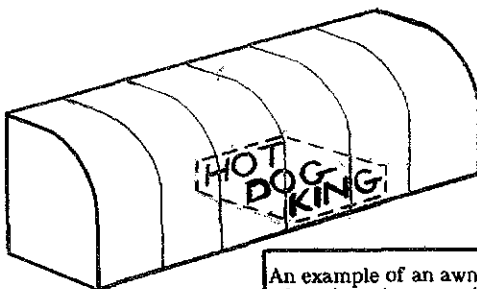
3 SIDES



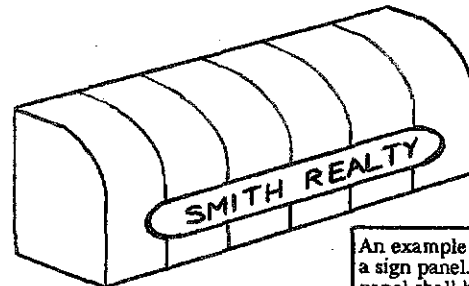
4 SIDES



6 SIDES



An example of an awning with stitched on or painted on letters.



An example of an awning with a sign panel. The entire panel shall be calculated as part of the 30% maximum signage covering the awning.

Shingle signs suspended from the underside of an awning will be permitted. The following criteria apply to shingle signs per the Walnut Creek Municipal Code Section 10-2.3306j:

Shingle signs and suspended signs are permitted in the P-R district subject to review and approval by the Chief of Planning. In approving a shingle sign or a suspended sign, the Chief of Planning must make the following findings in addition to those findings required to approve all signs:

- (1) The sign, if nonilluminated, is constructed of painted or stained wood or material simulating wood;

- (2) The message on the sign is limited to the name of the business and the principle classification of goods sold or services rendered on the premises;
- (3) The sign will not be attached to any structure other than a building or awning;
- (4) No portion of the sign will exceed the elevation of the eaves of the building to which it is attached and in no case will it exceed eleven feet from the finished grade of the lot below the sign;
- (5) The sign will not be more than three inches nor less than one-half inch thick except as reasonably required in connection with some graphic element of the sign;
- (6) The sign will not be less than seven and one-half feet above any pedestrian walkway and not above any vehicular passageway; (See Figure 5)

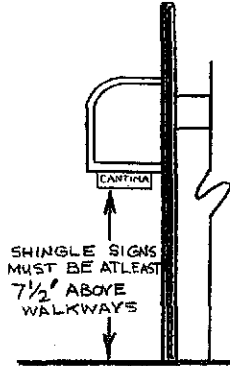


FIGURE 5

- (7) The installation of the sign will not exceed the permitted sign surface area;
- (8) The sign is reasonably required for and assists in the identification of the premises by pedestrians approaching along public passageways or open space;
- (9) The sign will have no garish or obtrusive qualities and embody strong elements of quality graphic design;
- (10) Neither the supporting structure nor the proposed external lighting will materially detract from the design quality of the sign or building.

Any existing signage including related fixtures that will be covered over by a proposed awning or canopy shall be removed.

No lettering may be placed on the side of any awning or canopy.

#### **Awning and Canopy Fabric Requirements:**

In an attempt to preserve the traditional nature of the downtown area, natural canvas awnings will be the primary awning fabric. Any other proposals that incorporate different materials will be reviewed by the Design Review Commission.

- Awnings and canopies shall be made out of canvas type material. Plastic, synthetic, wood, metal, or aluminum awnings or canopies shall be reviewed by the Design Review Commission.

#### **Awning and Canopy Color Requirements:**

Awning and canopy canvas colors, traditionally, have been in solid and muted tones. Colors that are bright or flashy, while not being discouraged outright, are being referred to the Design Review Commission for further review.

- Awning and canopy colors shall harmonize with and complement the color of the building.
- Generally, awning and canopy colors shall be subdued, solid, and muted. Pastels and fluorescent colors are not generally acceptable.
- Awning or canopy proposals that have bright, flashy, brilliant or neon colors, or striped and checkerboard patterns will be reviewed by the Design Review Commission.

#### **Aesthetic Criteria for Awnings and Canopies:**

Mill finish metal frames detract from the overall aesthetic look of the awning or canopy.

- In order to conceal the internal metal framework of an awning or canopy, the metal framework shall be painted the same color as the color of the awning or canopy canvas.

#### **Awning and Canopy Illumination:**

Because of past design problems and concerns with illuminated awnings and canopies, all awning and canopy proposals that include some attempt to light the awning surface or have internally illuminated lighting systems are discouraged and will be automatically referred to the Design Review Commission for further consideration.

- Awnings and canopies shall not be internally illuminated, nor shall they be illuminated by directed light. This does not include illumination from street lights.

Attachments: (1) Awning and Canopy Application Form  
(2) Encroachment Permit  
(3) Sample Submittal Drawings