

SIGN APPLICATION FORM

Submittal requirements: Submit this form (fully completed) with 3 sets of: 1) site plan showing applicable building/tenant frontage, exact location of all existing and new signs, 2) elevation of the building face or structure showing the exact location of signs, 3) sign drawing showing the materials, letter style, and exact dimensions of the sign, and 4) photograph of building frontage on which sign is to be affixed. See page 2 for example of submittal.

Location of project (address) _____ Assessors Parcel # _____

Name of Project _____

Applicant/Contact _____ Phone (daytime) _____

Applicant's Address _____

Property Owner _____ Phone (daytime) _____

Property Owner's Address _____

SIGN INFORMATION

_____ Temporary _____ Permanent Total sq. ft. proposed _____
Number of wall signs requested _____ Number of wall signs existing _____ Total sq. ft. existing _____
Number of freestanding signs requested _____ Number of freestanding signs existing _____ Total sq. ft. existing _____
Are any of the existing signs going to remain? _____ Yes _____ No Which? _____

Type of Sign

<u>(wall, freestanding, etc.)</u>	<u>Description</u>	<u>Illumination</u>
_____	Height _____ Length _____ Sq. ft. _____ Material: Background _____ Letters _____ Color: Background _____ Letters _____	_____ Yes _____ No
_____	Height _____ Length _____ Sq. ft. _____ Material: Background _____ Letters _____ Color: Background _____ Letters _____	_____ Yes _____ No
_____	Height _____ Length _____ Sq. ft. _____ Material: Background _____ Letters _____ Color: Background _____ Letters _____	_____ Yes _____ No

I declare under penalty of perjury that I am the owner, lessee or contractor for the property involved in this application. I certify that all of the submitted information is true and correct to the best of my knowledge and belief.

Applicant's Signature _____ Date _____

FOR OFFICE USE ONLY

Received by _____ Date _____ Fees received _____
Application # _____ Approved by _____ Date _____ Receipt # _____

Conditions

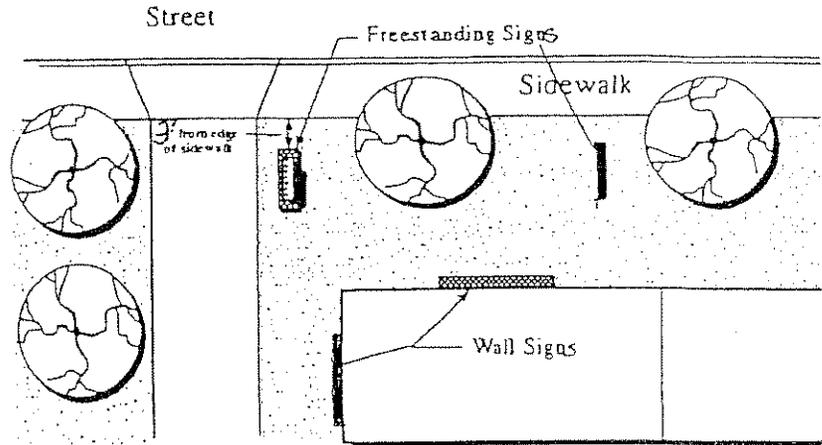
1) Building or Electrical Permit is required Yes _____ No _____

2) Temporary Signage Valid Dates: From: _____ To: _____

GUIDE FOR COMPLETING SIGN APPLICATION

APPLICATION PROCESS

1. Complete the application form.
2. Submit 3 sets of plans. See examples on this page.
3. Submit applicable fee. (check with Planning Division for fee amount)
4. Submit above items as one package.
5. City will approve or deny application with or without conditions.
6. Sign approvals may require separate Building Division approval, and may need separate fee and construction drawings. Check with the Building Division (625-5120).
7. Signs located in the Downtown area require Planning Commission approval.



SITE PLAN

Freestanding sign must show location and accurate setback dimensions.

SIGN INFORMATION

Temporary Permanent Total sq. ft. proposed 20 sq. ft.

Number of wall signs requested 1 Number of wall signs existing 0 Total sq. ft. existing 0

Number of freestanding signs requested Number of freestanding signs existing Total sq. ft. existing

Are any of the existing signs going to remain? Yes No Which? N/A

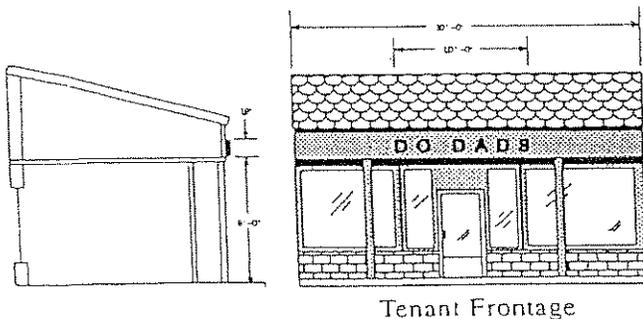
Type of Sign

(wall, freestanding, etc.)

Description

Illumination

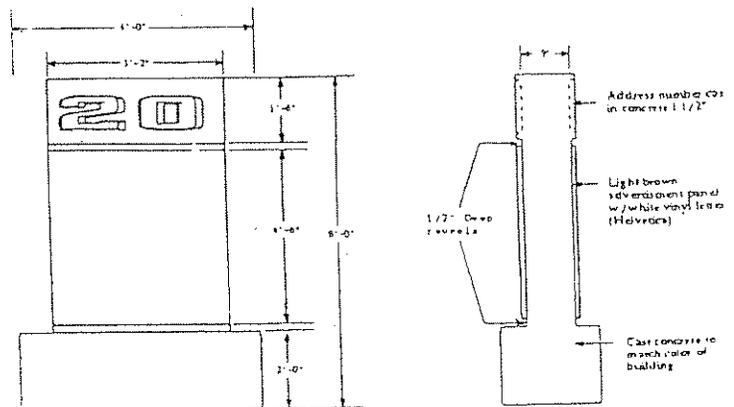
<u>Wall</u>	Height <u>18"</u> Length <u>10'</u> Material: Background <u>stucco</u> Color: Background <u>white</u>	Sq. ft. <u>15</u> Letters <u>plexi</u> Letters <u>red</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Freestanding</u>	Height <u>8'</u> Length <u>3'2"</u> Material: Background <u>stucco</u> Color: Background <u>cream</u>	Sq. ft. <u>24</u> Letters <u>brass</u> Letters <u>shiny gold</u>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No



Tenant Frontage

ELEVATION

(Include one set of current photographs of all visible sides of business, including from street)



DETAILED ELEVATION

(Include all dimensions as illustrated)