



SIGN APPLICATION

Application must be complete (all spaces filled in) to be accepted.

TYPE OF APPLICATION

(One Application Form Required for Each Type of Application)

- | | |
|--|---|
| <input type="checkbox"/> Wall Sign | <input type="checkbox"/> Sign Program |
| <input type="checkbox"/> Monument Sign | <input type="checkbox"/> Sign Program Amendment |
| <input type="checkbox"/> Freestanding Sign | <input type="checkbox"/> Other _____ |

(For banners or temporary signs, use Temporary Use Permit application)

APPLICATION INFORMATION

Brief Description of Sign Request:

<i>BUSINESS OWNER</i> Name:	Telephone: ()
Business Name (if any):	Fax No. ()
Commercial Center Name (if applicable):	E-Mail:
Property Address/Location:	
Assessor's Parcel Number(s):	
Business Owner's Signature:	

CONTACT PERSONS

<i>PROPERTY OWNER</i> Name:	Telephone: ()		
Address:			
City:	State:	Zip:	
Contact Person:			
Property Owner's Signature:			
<i>APPLICANT/REPRESENTATIVE</i> Name:	Telephone: ()		
Address:	Fax No. ()		
City:	State:	Zip:	E-Mail:
Contact Person:			

IMPORTANT: I certify under penalty of perjury that all the foregoing information is true and correct, and recognize that any false or misleading information shall be grounds for denying this application.

Applicant/Representative's Signature: _____ Date: _____

SUBMITTAL REQUIREMENTS**WALL/MONUMENT/FREESTANDING SIGNS**

If the business is located in a commercial center, all signs shall incorporate the architectural elements of the center and/or building; and must comply with any applicable Sign Program for the center.

A. Submit three (3) sets of the proposed sign plan (folded to 8 1/2" x 11" size). **Rolled plans will not be accepted.**

Include the following on the plans:

1. All dimensions.
 2. Site plan showing location of all signs, proposed and existing.
 3. Building elevations and photographs showing location of all signs, proposed and existing.
 4. Sign section showing depth of return of the sign and illumination source.
 5. Indicate color and type of materials, including trim cap, return, and monument base. Include Plexiglass manufacturer's numbers for plastic face signs. Specify source and intensity (amperage) of illumination for all signs to be directly or indirectly lighted.
 6. Existing landscaping at base of monument or freestanding sign.
 7. One colored plan (see above criteria).
 8. Property owner or agent signature, street address, suite and/or building number.
- B. Submit color photos of existing facility and proposed location(s) of sign(s). Show location and direction of photos on site plan.

SIGN PROGRAMS/SIGN PROGRAM AMENDMENTS

(Required for all multiple tenant shopping centers, office developments, & business/industrial parks)

- A. **SIGN PROGRAMS:** Submit three (3) sets of written information, including: purpose and intent; general sign development standards (include colors, materials and graphics); types of signs permitted (wall, monument, freestanding, etc.) with size, construction and mounting details, methods of illumination, sign placement criteria, letter & logo height, and on-site approval process (does not imply City approval/permits). See Zoning Ordinance Section 16.05 for further details.
- B. **SIGN PROGRAM AMENDMENTS:** Submit three (3) copies of the existing Sign Program indicating proposed changes.