



SIGN REVIEW APPLICATION  
 REQUIREMENTS FOR SUBMITTAL

**IMPORTANT - PLEASE READ:** ALL OF THE ITEMS LISTED BELOW MUST BE SUBMITTED WITH THE ATTACHED SIGN REVIEW APPLICATION AND THE SIGN REVIEW APPLICATION MUST BE COMPLETELY FILLED IN, WITH NO ITEMS LEFT BLANK OR IT WILL NOT BE ACCEPTED.

TYPE OF SIGN	REQUIREMENTS FOR EACH PROPOSED SIGN
Wall	<ul style="list-style-type: none"> <li>● a <u>legible drawing/plot plan of the exterior wall showing the height and width of the entire wall and the location of the sign on the wall</u></li> </ul>
Window	<ul style="list-style-type: none"> <li>● a <u>legible drawing/plot plan of the exterior wall showing the height and width of the entire wall and the location of the sign in the window</u></li> <li>● Drawing showing how the sign will be attached to the interior or exterior of the window or the window frame</li> </ul>
<p><b>Types of Signs</b>                      (including wall &amp; window)</p>	<ul style="list-style-type: none"> <li>● A Fee of \$150.00 must be paid</li> <li>● a site/plot plan <b>with building elevation(s) noted</b>, which shows where on the site the sign(s) will be installed and showing all signs which exist on the site</li> <li>● a <u>legible, dimensioned drawing or photograph of the sign(s)</u> exactly as it/they will be installed. Drawing shall include the height and width measurements of the sign(s) and what material(s) the sign(s) will be made of, and the content and size of the lettering.</li> </ul>

If you have any questions regarding this application, please contact the Planning Division Public Front Counter Staff at (559) 498-4441.

Once your Sign Review Application has been submitted and reviewed, you will be notified by telephone of its completion. Once your application is complete, you will need to obtain any necessary building and/or electrical permits from the Development Department's, Building and Safety Division Public Front Counter. For more information on permits and requirements, please contact the Building and Safety Division Public Front Counter staff at (559) 498-1052.

**PLEASE NOTE:** The sign that is installed shall be the same sign, in all respects, that is shown on the drawings and/or photographs submitted with the application.



# SIGN REVIEW APPLICATION

## DEVELOPMENT DEPARTMENT PLANNING DIVISION

Is/are the proposed location(s) of the sign(s) within a shopping center or an office/professional/medical complex?

- YES  If "YES," **STOP** - You will need to have Planning Counter Staff check to see if the site has an existing Master Sign Program (MSP). If there isn't an existing MSP, you will need to file an application for a Master Sign Program. The Planning Counter Staff will give you more information on the filing of, and fee for, a MSP application.
- NO  If "NO," proceed with the filing of this Sign Review Application.

Building Address \_\_\_\_\_

Name of Business \_\_\_\_\_

Property Owner's Name \_\_\_\_\_

Property Owner's Address and Phone No. \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Applicant's Address and Phone No. \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

What type(s) of sign(s) are you proposing?

	How many?	Sign Width	Sign Height	Total Sq. Feet
<input type="checkbox"/> Wall	_____	_____ X _____	_____ = _____	_____
<input type="checkbox"/> Freestanding (A sign which is <u>over</u> 5 ft. in height)	_____	_____ X _____	_____ = _____	_____
<input type="checkbox"/> Monument (A sign which is <u>under</u> 5 ft. in height)	_____	_____ X _____	_____ = _____	_____
<input type="checkbox"/> Window	_____	_____ X _____	_____ = _____	_____
<input type="checkbox"/> Other (Please describe _____)	_____	_____ X _____	_____ = _____	_____

APN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Zone District: \_\_\_\_\_ Fee: \$150.00

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ HTE No. PZ- \_\_\_\_\_ Application No. SR- \_\_\_\_\_

Sign Review completed by: \_\_\_\_\_ / \_\_\_\_\_  
Staff Signature Date

The results of this Sign Review are:  Approval  Denial

Planning Manager's Signature \_\_\_\_\_ / \_\_\_\_\_  
Date

Conditions of Approval or Reason(s) for Denial are: \_\_\_\_\_