CITY OF KING, CALIFORNIA
SIGN PERMIT APPLICATION CHECKLIST

Date submitted: (date shall be stamped as received by the Community Development Department)

Applicant _____   **Project Name** _____

Type of Sign Permit: ❑ **STANDARD**   ❑ **MASTER SIGN PROGRAM** (3 OR MORE BUSINESSES)

To ensure that your application is complete and to avoid delays, please provide all information requested below that is applicable to your project and provide a copy of the completed checklist with your application. If you have any questions, please contact the Community Development Department.

❑ Completed & signed *General Application Form*

❑ All *Required Fees* (minimum fee of Standard Permanent Sign is $300, minimum fee of Master Sign Program is $462 and shall be submitted at the time of application submittal).
   All Applications are based on actual time and materials.

❑ **Five (5) colored** copies of each of the following *exhibitions* due with your application submittal. Any modifications, thereto, will require an additional 5 copies to be submitted prior to further processing.

EXHIBITIONS

Signs, and all associated renderings, must be prepared by a *professional sign maker*

❑ **Site Plans / Elevations** drawn to scale to include:
   - ❑ **Building frontage** (lineal feet)
   - ❑ **Window frontage** (square feet)
   - ❑ **Location** and **Setbacks** of all signs throughout the property (e.g., pole signs), as applicable
   - ❑ **Location** of all signs on each building, if applicable
   - ❑ **Location** of all signs in each window, if applicable

❑ **Sign Rendering** drawn to scale and in color, including dimensions and total area (per individual sign)
   - ❑ All **proposed** signs
   - ❑ All **existing** signs to remain

❑ **Colors, Materials, and Lighting Specifications** (per individual sign)
   - ❑ **Sign Materials** (written description acceptable)
   - ❑ **Illumination Specifications**, if applicable
   - ❑ **Color palette board** (e.g., hexadecimal/RGB value) including background and lettering
   - ❑ **Color photo** of building (signs must be compatible with the building, per the Municipal Code)

❑ **Summary Table** including:
   - ❑ **Lot Size** of Property (square feet)
   - ❑ **Building Frontage** (lineal feet) *Building frontage = linear length of building facing street or with public entrance
   - ❑ **Window Frontage** (square feet), as applicable for window signs
   - ❑ **Number** of Proposed Signs
   - ❑ **Number** of Existing Signs to remain
   - ❑ **Size** per individual sign (square feet)
   - ❑ **Total Sign Area** of all signs (square feet)

❑ **Line of Sight Analysis,** as applicable (signs shall not create a traffic hazard, per the Municipal Code)