

# SIGN PERMIT APPLICATION CHECKLIST

Community Development Department

Permanent  
  Master Sign Program  
  Temporary  
  Penalty for no Sign Permit

**GENERAL INFORMATION**

NAME OF BUSINESS: \_\_\_\_\_ SITE ADDRESS: \_\_\_\_\_ SPACE# \_\_\_\_\_  
 ZONE: \_\_\_\_\_ ASSESSOR'S PARCEL NO. (APN): \_\_\_\_\_ BUILDING FRONTAGE (LENGTH) \_\_\_\_\_  
 MASTER SIGN PROGRAM (IF KNOWN): \_\_\_\_\_  
 SHOPPING CENTER NAME: \_\_\_\_\_ NEW BUSINESS:  YES  NO      NEW LOCATION:  YES  NO

**APPLICANT INFORMATION**

APPLICANT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_ Email: \_\_\_\_\_  
 APPLICANT MAILING ADDRESS: \_\_\_\_\_

**OWNER INFORMATION**

*I CERTIFY THAT I AM PRESENTLY THE LEGAL OWNER OR PROPERTY MANAGER OF THE ABOVE DESCRIBED PROPERTY. FURTHER, I ACKNOWLEDGE THE FILING OF THIS APPLICATION.*

PROPERTY OWNER NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
 PHONE #: \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_

**CONTRACTOR INFORMATION**

CONTRACTOR: \_\_\_\_\_ PHONE#: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_ STATE CONTRACTOR'S LICENSE: \_\_\_\_\_  
 KING CITY BUSINESS LICENSE #: \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_

**MINIMAL PLAN SUBMITTAL REQUIREMENTS:**

FIVE (5) SETS OF COLORED RENDERINGS DRAWN TO SCALE, MUST BE PREPARED BY A PROFESSIONAL SIGN MAKER

SITE PLAN/PLOT PLAN  
  ELEVATIONS  
  ATTACHMENT DETAILS  
  COLORS/MATERIALS

**SIGN INFORMATION:**

NEW SIGN     
  RE-FACE     
  ILLUMINATED     
  NON-ILLUMINATED

**TYPE OF SIGN:**

WALL SIGN     
  TEMPORARY SIGN     
  WINDOW SIGN     
  FREESTANDING     
  OTHER

PLEASE INDICATE SIGN TYPE, COLOR AND MATERIALS ON PLANS AND COMPLETE THE SECTION BELOW BY CHECKING THE APPROPRIATE BOX. (USE ANOTHER SHEET IF NEEDED)

SIGN TYPE	CHANNEL CABINET		SINGLE SIDE	DOUBLE SIDE	HEIGHT (FT)	LENGTH (FT)	DEPTH (FT)	TOTAL SQ. FT.	ILLUMINATED		SIGN READS
	<input type="checkbox"/>	<input type="checkbox"/>							YES	NO	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	

The undersigned applicant affirms that all information contained in this application is true and accurate and that the applicant is authorized to make such application to the City. Additionally, the undersigned applicant understands and agrees that the application fee is a deposit and the application is processed on a time and materials basis. By signing this application, the undersigned agrees to all statutory processing time periods (e.g., Permit Streamlining Act) and understands that if the deposit is depleted and an additional deposit is not made to the City, the City will suspend processing the application until said deposit is made with the City Finance Department.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

If the applicant is not the property owner, the property owner must either sign below or provide written authorization for the applicant to act on his/her behalf.

Property Owner Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Staff Only: Received Date: \_\_\_\_\_ Received by: \_\_\_\_\_ Minimum Deposit: \$ \_\_\_\_\_ Routed \_\_\_\_\_

PERMIT # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

# SIGN PERMIT CHECKLIST

## COMMUNITY DEVELOPMENT DEPARTMENT

<b>DATE SUBMITTED:</b>	<b>APPLICANT NAME:</b>
<b>PROJECT NAME:</b>	<b>PROJECT SITE:</b>
<b>CASE NO.:</b>	<b>FEES PAID:</b>

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.

**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)