



<input type="checkbox"/> Temporary Banner (s)
<input type="checkbox"/> Permanent Sign (s)
<input type="checkbox"/> Temporary Real Estate Sign (s)

Permanent & Temporary Sign Application

FILING REQUIREMENTS

1. Completed Sign Application (Page 1 & 2).
2. Three (3) color copies that include the following information:
 - a. A site plan showing the location of all proposed & existing signs (required for all types of signs).
 - b. Exterior building elevations showing the location of all proposed wall signs including color and dimensions (required for wall and banner signs).
 - c. A fully dimensioned drawing of all proposed signs, describing the sign length, width, depth, letter height, materials and colors (required for all types of signs).
 - d. A cross section showing how the sign will be attached to the building (required for wall and monument signs).
 - e. Signature of the approving agent (i.e., landlord/property owner, developer, property manager).
3. Photographs of the site, existing signs and proposed sign locations.
4. Filing fee.

Site Address (include N, S, E or W): _____

Assessor's Parcel No.: _____ **Zone:** _____

Structure Frontages (in feet):

Site—Front: _____ Building/Space—Front: _____

Site—Side (Corner Lot): _____ Building/Space—Side (Corner Lot): _____

EXISTING/PROPOSED SIGNS

	<i>Wall Signs (Area in Sq-Ft)</i>	<i>Freestanding Signs</i>		<i>Other Signs (i.e.: center ID, freeway, etc.)</i>
		<i>Area (Sq-Ft)</i>	<i>Height</i>	
Sign 1: <input type="checkbox"/> Existing <input type="checkbox"/> Proposed sq. ft.				
Sign 2: Proposed sq. ft.				
Proposed sq. ft.				
Proposed sq. ft.				

APPLICANT/OWNER INFORMATION (PRINT OR TYPE)

Business Name: _____

Address: _____

Telephone No.: _____ Fax No.: _____

Business License No.: Expiration Date: _____

Applicant Name: _____

Address: _____

Telephone No.: _____ Fax No.: _____ Email: _____

Applicant's Representative/ Contractor: _____

Address: _____

Telephone No.: _____ Fax No.: _____

Valuation of proposed sign/signs: \$ _____

PROPERTY OWNER ACKNOWLEDGEMENT

(COMPLETION OF THIS SECTION IS REQUIRED ONLY IF THE APPLICANT IS A RENTER)

I hereby certify and say that I am the owner/authorized agent of the real property involved in this application and do hereby consent to the filing of this Sign Permit application.

Signature: _____ Date: _____

Name (print or type): _____

Address: _____

(For staff use only)

Banner Permit Fee: \$120.00

**Permanent Illuminated/Non Illuminated
Permit Fee: \$300**

Temporary Real Estate Sign: \$120

Action: Approved Denied

By: _____

Date: _____