SIGN PERMIT CLEARANCE FORM/PLANNED SIGN PERMIT PROGRAM
INSTRUCTIONS FOR FILING

Development Code Chapter 11.27 (Ordinance #1545)

Sign Permit Clearance Form approval is done administratively by Planning Department staff. The Planned Sign Permit Program application requires a public hearing before the Development Review Committee. The project applicant or their representative must be present at all public hearings to answer questions.

Applications shall be reviewed for compliance with the Application Submittal Requirements and may not be accepted for processing if incomplete. **All fees as listed on the adopted fee schedule must be received at the time of filing.**

SUBMITTAL REQUIREMENTS

1. Application form signed by the property owner and applicant.

2. Three (3) copies of a site plan drawn to scale (engineer’s scale, no smaller than 1” = 20’) indicating the following:
   a) Property lines and building setback lines.
   b) The location of existing and proposed signs, other structures on site, with dimensions.
   c) Building and street dimensions, including entrances and exits.
   d) Street names and address of where sign(s) is (are) to be located.
   e) A vicinity map, project name, North arrow, and scale.
   f) Summary of project description (3 wall signs; 1 monument sign; etc.)
   g) Elevation at base of sign and adjacent street elevation (freestanding signs only)
   h) One (1) 8 ½” X 11” or 11” X 17” reproducible copy.

3. Three (3) copies of a Sign Plan drawn to scale.
   a) Dimensions of sign(s) - height, width, area.
   b) Materials and colors.
   c) One (1) 8 ½” X 11” or 11” X 17” reproducible copy.

4. Three (3) copies of a Building Elevation Plan drawn to scale (wall signs only)
   a) Location of proposed signs and existing signs, labeling each elevation.

5. For PSPP applications, provide all application information as listed in Section 11.27.130(B).

ENVIRONMENTAL REVIEW

All projects are subject to environmental review in accordance with the California Environmental Quality Act (CEQA). This environmental review is required in order to determine if the project will have an impact on the environment. **You will be notified of the environmental determination and any fees associated with completing the environmental review once the initial review of your project has been completed.**