APPLICATION FOR

# SIGN PERMIT

Department of Development Services
10601 Magnolia Avenue, Santee, CA 92071-1222, (619) 258-4100

DEPARTMENT USE ONLY

**THIS APPLICATION IS A REQUEST FOR APPROVAL OF A LAND USE PERMIT. DO NOT BEGIN CONSTRUCTION PURSUANT TO THIS APPLICATION UNTIL YOU HAVE RECEIVED WRITTEN APPROVAL FROM THE CITY AND HAVE OBTAINED ANY REQUIRED BUILDING PERMITS.**

**PLEASE COMPLETE *ALL* OF THE INFORMATION REQUESTED ON THIS APPLICATION TO ALLOW EXPEDIENT PROCESSING OF YOUR REQUEST. PLEASE PRINT**

| | |
|---|---|
| 1. _____<br>Name of Applicant<br>Address _____<br>_____<br>Phone (_____) _____<br>Signature _____<br>Print Name _____ | 2. _____<br>Name of Property Owner<br>Address _____<br>_____<br>Phone (_____) _____<br>Signature _____<br>Print Name _____ |

3. **Name of Business & Shopping Center:** _____
4. **Street Address (incl. suite)**: _____ **APN:**_____
5. **Number of each type proposed**: Wall _____ Freestanding _____ Other:_____
6. **Area (sq. ft.) of proposed Wall Sign(s)**: Sign/Text _____ Logo _____ Other ___
7. **Area (sq. ft.) of proposed Freestanding sign(s)**: Sign Area _____ Sign Height _____
8. **List the type and size of any existing signs to remain (wall or freestanding)**: _____
   _____
   _____
   _____
9. **Comprehensive Sign Program (CSP) number, if applicable:** _____
10. **Please check *one* of the following:**
    [ ] I request the appeal period be waived pursuant to Municipal Code Section 17.32.030.E
    [ ] I do *not* want the appeal period waived.

# SUBMITTAL REQUIREMENTS

The following items must be submitted:

1. Completed and signed application form (original signatures required).

2. Proof of approval of sign by property owner or agent.

3. Application fee ($67).

4. Five sets of plans (two sets if *no* Building Permit is required) that show the following:

    a. Site Plan, drawn to scale, depicting all structures, streets, driveways, sidewalks, parking areas, and landscaping; and also showing:

        (i) For proposed freestanding sign(s): Sign location(s) on property and dimensioned relation to property line, nearest curb, adjacent driveway, or other objects to clarify exact location.

        (ii) Building frontages, dimensioned, (wall signs only).

    b. Elevations showing design, dimensions, colors, and materials proposed., the location of the wall signs on the building, type of illumination, section(s), and colors and materials proposed (sample colors and materials may also be required).

    c. If a Building Permit is required, the plans shall show structural details, electrical details (if any), and footings (freestanding signs).

5. Any additional information deemed necessary by the Director:

A decision will be issued by the Director. A Building Permit may be applied for following the ten day appeal period, unless appeal period is waived on Sign Permit application.

Note: A Comprehensive Sign Program is required for all new commercial centers and industrial centers consisting of ten or more tenant spaces.