



**APPLICATION  
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<b>DEPARTMENT USE ONLY</b>	

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<b>GENERAL INFORMATION</b>	LOCATION OF PROJECT (ADDRESS)	ASSESSOR'S PARCEL NUMBER(S)	ZONING	
	NAME OF PROPOSED PROJECT		GENERAL PLAN DESIGNATIONS	
	APPLICANT NAME*	BUSINESS PHONE ( ) -	HOME PHONE ( ) -	
	APPLICANT ADDRESS	CITY	STATE	ZIP
	APPLICANT REPRESENTATIVE	BUSINESS PHONE ( ) -	HOME PHONE ( ) -	
	APPLICANT REPRESENTATIVE ADDRESS	CITY	STATE	ZIP
	PROPERTY OWNER NAME* (SIGNATURE REQUIRED BELOW)	BUSINESS PHONE ( ) -	HOME PHONE ( ) -	
	PROPERTY OWNER ADDRESS	CITY	STATE	ZIP

\* In the case of a partnership, all general and limited partners shall be identified. In the case of a corporation, all shareholders owning 10% or more of the stock and all officers and directors shall be identified. Please use the [Partnerships & Corporations](#) form.

<b>PROJECT INFO</b>	<b>PROJECT/BUSINESS DESCRIPTION - INDICATE PURPOSE OF SIGN AND NAME OF BUSINESS</b>		
	DOES THE BUSINESS REQUIRE A USE PERMIT/DESIGN REVIEW APPROVAL? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, approval date: _____		LENGTH OF STREET FRONTAGE _____ FEET
	<b>PROPOSED SIGN INFORMATION</b>		
	<input type="checkbox"/> TEMPORARY <input type="checkbox"/> PERMANENT <input type="checkbox"/> SIGN PROGRAM	TOTAL SQ. FT. OF PROPOSED	<input type="text"/>
	NUMBER OF SIGNS REQUESTED _____ NUMBER OF SIGNS EXISTING _____	TOTAL SQ. FT. OF EXISTING	<input type="text"/>
	IS PROPOSED SIGN PART OF AN EXISTING SIGN PROGRAM? <input type="checkbox"/> YES <input type="checkbox"/> NO WHICH? _____		
	<b>TYPE (INDICATE FREE STANDING, ATTACHED, AWNING, WINDOW, OTHER)</b>	<b>DESCRIPTION</b>	<b>ILLUMINATED?</b>
		SIZE: HEIGHT _____ LENGTH _____ DEPTH _____ SQ FT _____ HEIGHT ABOVE GRADE _____ LETTER HEIGHT _____ MATERIAL: BACKGROUND _____ LETTERS _____ BACKGROUND: _____ LETTERS _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
		SIZE: HEIGHT _____ LENGTH _____ DEPTH _____ SQ FT _____ HEIGHT ABOVE GRADE _____ LETTER HEIGHT _____ MATERIAL: BACKGROUND _____ LETTERS _____ BACKGROUND: _____ LETTERS _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
		SIZE: HEIGHT _____ LENGTH _____ DEPTH _____ SQ FT _____ HEIGHT ABOVE GRADE _____ LETTER HEIGHT _____ MATERIAL: BACKGROUND _____ LETTERS _____ BACKGROUND: _____ LETTERS _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>SUBMITTAL INFORMATION - See staff to determine which requirements apply.</b>			
<input type="checkbox"/> 3 copies of site plans showing all dimensions, including sign locations. Plans <u>must</u> be either reduced to 11 x 17 or folder to 8 ½ x 14 max. Note: Sign Program submittals require 10 copies of required plans.			
<input type="checkbox"/> 3 copies of elevation & landscape plan showing all dimensions including signs. Plans <u>must</u> be either reduced to 11 x 17 or folder to 8 ½ x 14 max. Include landscape plan for free standing signs.			
<input type="checkbox"/> Vicinity Map with North Arrow.			
<b>PROPERTY OWNER'S CONSENT</b> - I declare under penalty of perjury that I am the owner of said property or have written authority from property owner to file this application. I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application. <span style="float: right;"><b>X</b> _____</span>			

<b>DEPT</b>	APPLICATION:	RECEIVED BY	DATE	FEE RECEIVED \$	RECEIPT NUMBER
	ENVIRONMENTAL REVIEW: <input type="checkbox"/> REQUIRED <input checked="" type="checkbox"/> EXEMPT CLASS <u>11</u>		DATE	FEE RECEIVED \$	RECEIPT NUMBER
	APPROVED BY _____	DATE	CONDITIONS		

**SIGN**