SIGN PERMIT CHECKLIST

Per RCMC 17.16.050, a sign permit may be granted by the Planning Director or her designee in accordance with the criteria and standards established by the Sign Ordinance and/or an approved Uniform Sign Program.

SECTION 1: Filing Requirements

- ☐ 1. A Sign Permit Application through our Online Permit Center at https://www.cityofrc.us/onlinepermitcenter.

- ☐ 2. Signed Property Owner Declaration Form (attached). Please also upload the signed Property Owner Declaration Form to our Online Permit Center.

- ☐ 3. Colored sign plans (see Section 3) to be reviewed by staff for completeness and accuracy. Please follow the instructions for PDF Formatting Requirements for EDR Submission (see attached PDF guidelines).

- ☐ 4. Filing fees (see Section 2).

SECTION 2: Filing Fees
Refer to the Planning Department Fee List for most current fees.

- ☐ Sign Permit* ……... See current fee list.

  *The fee is required regardless if the proposed sign is within an approved Uniform Sign Program. Pertinent fees from the Building and Safety Department are also required.

SECTION 3: Contents of Sign(s) Package
The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process.

- ☐ A.   Building Wall Signs:

  - ☐ 1. Detailed Site Plan, drawn to scale, shall include the following:
    - ☐ Project site area including dimensioned property lines.
    - ☐ All site improvements including, but not limited to, buildings, parking areas, driveways, etc.
    - ☐ Shade the building where the proposed building signs are to be located.

  - ☐ 2. Building Elevations:
    - ☐ Accurate building elevations showing building face with dimensions
    - ☐ Length of tenant frontage
    - ☐ Exact location and placement of the proposed signs.

  - ☐ 3. Detailed Elevations of Signs:
    - ☐ Dimensions of proposed signs

- ❑ Depth of signs (thickness)
- ❑ Letter style, size, materials, and colors of sign copy
- ❑ Method of illumination

❑ B. <u>Monument Signs:</u>

❑ 1. Detailed Site Plan shall include the following:
- ❑ Project site area including property lines.
- ❑ All site improvements including, but not limited to, buildings, parking areas, driveways, etc.
- ❑ Public street frontages and improvements.
- ❑ Proposed landscaping and irrigation system around the monument sign.

❑ 2. Detailed Elevations of monument sign:
- ❑ Dimensions of the proposed sign and the base.
- ❑ Depth of signs (cross sections).
- ❑ Letter style, size, materials, and colors of sign copy and the background.
- ❑ Full base description including materials, colors, and height.
- ❑ Landscape materials around the base of the sign.
- ❑ Method of illumination.

PROPERTY OWNER DECLARATION FORM

PROJECT INFORMATION

Name of Proposed Project:

Location of Project:

Assessor's Parcel Number:

Staff Use Only
FILE NO.:

RELATED FILES:

Applicant Name:

Phone Number:
Email:

Address:

Type of Review Requested

- ☐ Certificate of Appropriateness
- ☐ Certificate of Economic Hardship
- ☐ Community Plan Amendment
- ☐ Conditional Use Permit
- ☐ Design Review
- ☐ Development Agreement
- ☐ Development Code Amendment
- ☐ Entertainment Permit
- ☐ General Plan Amendment
- ☐ Hillside Design Review
- ☐ Home Occupation Permit

- ☐ Landmark Alteration Permit
- ☐ Large Family Daycare Permit
- ☐ Mills Act
- ☐ Minor Design Review
- ☐ Minor Exception
- ☐ Plan Check/Zoning Clearance
- ☐ Planned Community
- ☐ Pre-Zoning
- ☐ Public Convenience or Necessity
- ☐ Reasonable Accommodation
- ☐ Sign Permit

- ☐ Similar Use Determination
- ☐ Site Development Review
- ☐ Specific Plan Amendment
- ☐ Temporary Use Permit
- ☐ Tentative Subdivision Map
- ☐ Tree Removal Permit
- ☐ Uniform Sign Program
- ☐ Vacation of Easement
- ☐ Variance
- ☐ Zoning Map Amendment
- ☐ Other: _____

OWNER DECLARATION

I declare that, ☐ I am the owner, ☐ I legally represent the owner, of real property involved in this application and do hereby consent to the filing of the above information.

Date:	Signature:	
Print Name and Title:		Phone Number: Email:
Address:		

Updated 03/2020

ONLINE PERMIT CENTER
ELECTRONIC DOCUMENT REVIEW (EDR)
SUBMISSION REQUIREMENTS

The City of Rancho Cucamonga Community Development Department accepts electronic plans / documents submittal via the City's ***Online Permit Center*** at https://www.cityofrc.us/onlinepermitcenter for permit applications.

For questions regarding the electronic submittal process, please email the Planning Department at Planning@cityofrc.us

ELECTRONIC SUBMISSION PROCESS

1. Initiate an Application

To get started, go to the City's ***Online Permit Center*** at https://www.cityofrc.us/onlinepermitcenter and follow the links to create an ***Online Permit Center*** user account. Once you have created an ***Online Permit Center*** user account you will then apply for the appropriate application that matches the permit you are applying for by logging into your ***Online Permit Center*** user account and selecting "Create an Application" (a list of record types will appear for you to select from). For all planning applications, including Design Review (DR), Conditional Use Permits (CUP), Sign Permits, Minor Design Review (MDR), etc. please select "Planning" and then "Create an Application".

Complete the application per the fields on ***Online Permit Center*** and follow the instructions to upload plans under "Attachments." The plans should be submitted in a **single black and white pdf document**. Plans must be scaled and oriented correctly and must not exceed 100 MB. Scanned plans will **NOT** be accepted. Do **NOT** submit individual sheets as separate multiple pdf documents. For large plan sets due to the file size, you may provide separate pdf documents for the different portions of the plans (e.g. architectural, structural, etc.), upload a separate pdf document for each supplemental document type (e.g. calculations, specifications, reports, studies, etc.). For full PDF formatting instructions, please refer to part two of this document beginning on page 2.

Once the application has been submitted, you will receive confirmation and be given a permit number. Staff will then be notified that an application has been submitted with an electronic plan submittal. Staff will then follow their internal workflow to review the plans / drawings and provide comments on the plans / drawings. If you have not been contacted within 2 business days, please email Planning@cityofrc.us.

2. Tracking Status of Your Application

All progress on your application and associated plan review can be monitored through the City's ***Online Permit Center*** under the "record info" tab. When City staff have completed their review of the plans / drawings electronically, you will receive an email informing you that the plans / drawings are ready with corrections or have been approved. You will need to log on to ***Online Permit Center*** to download the plans / drawings with all comments.

Checking your application online through the ***Online Permit Center*** will provide you with the latest status of your project review. You can check the ***Online Permit Center*** 24/7 and we recommend checking online first prior to calling City Hall.

3. Resubmittals

If resubmittals are required, there will be a link located in the "Attachment" section labeled "Resubmit" for you to upload your new plans to the open record in the ***Online Permit Center***. A **complete set** of any plans/ drawings that were revised must

be uploaded, with all revisions clearly marked. Scanned plans will **NOT** be accepted. Do **NOT** submit individual plan sheets as separate PDF documents. If any resubmittal fees are due, as identified in the plan review comments or noted as a fees due online, then these must be paid at the time of resubmittal and may be paid by credit card online through the ***Online Permit Center***.

4. Approval

Once all review activities are completed and the project has been approved, the City-stamped permit set of plans / drawings will be available on ***Online Permit Center***.

Applicants are responsible for printing a City-stamped set of plans for use in the field by contractors and inspectors.

PDF FORMATTING REQUIREMENTS

Portable Document Format (PDF) is the industry standard for electronic plans. The City of Rancho Cucamonga only accepts PDF files for plan review. PDF files must be properly formatted as described below. Please read the following instructions carefully. Improperly formatted plans can delay the plan review process for your project.

Layers:	**No multiple layers. Layers must be merged or flattened.**
Format:	**Vector preferred**
Resolution:	**300 pixels per inch (PPI)**
Color Depth:	**Monochrome (1-bit)**
File Size:	**1 megabyte (MB) avg. per sheet. 100 MB total**
Grouping:	**Multiple-sheet PDF (single file with multiple sheets)**
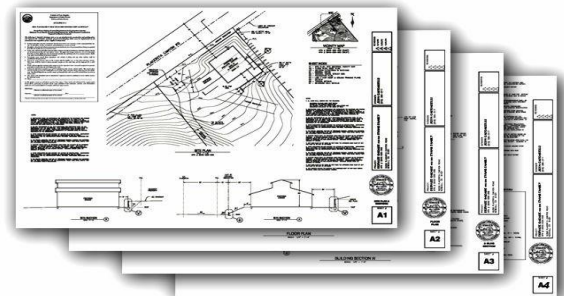
plans.pdf (multiple sheets)
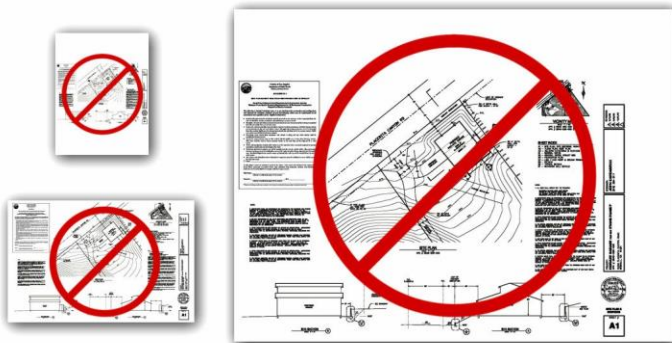✓Correct

See "Formatting Q&A" on page 4 for more information on PDF file formatting and tips on how to create, convert, and merge PDF files. Each sheet of the plans must be sealed and signed by the designer of record. The signature may be applied to the drawing electronically (CCR Title 16, Div. 5, Sec. 411e).
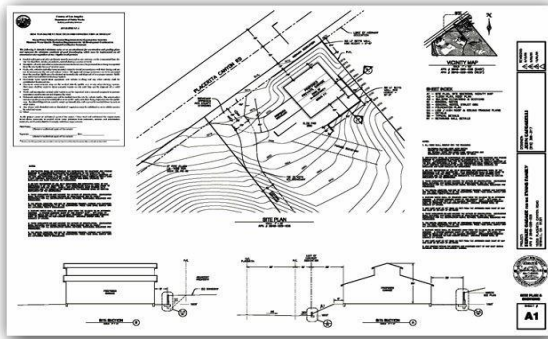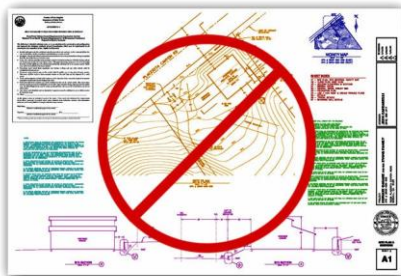
✓**Correct**

All sheets must be consolidated into one plan set up to a maximum size of 100 MB whenever possible. Please consolidate plans to the fewest number of files possible.

Incorrect sheet size, scale, or margins will not be accepted.

Incorrect orientation will not be accepted

Color plans will not be accepted.

FORMATTING Q&A:

Question: *Why does Rancho Cucamonga only accept PDF plans?*

Answer: Rancho Cucamonga is responsible for maintaining records of plans and providing the public with access to them. Files kept in our electronic database must be compatible with a wide range of computer software for storage, viewing, and printing. In addition, the file sizes must be manageable for transfer and for use by the public and City staff.

The PDF standard is constantly evolving and Rancho Cucamonga will continue to evaluate these standards as necessary.

Question: *Are raster-based PDF files acceptable?*
Answer: Yes, assuming they meet the size limitation requirement of no more than 100 MB total. Vector-based PDF files are typically much larger than raster-based files. However, the City prefers vector-based files given the ability to scale these files.

Question: *How do I combine multiple PDFs into a single file?*
Answer: There are numerous PDF tools freely available on the Internet, which can be used to merge, rotate, and rearrange PDF files.

Question: *My PDF files are too big. What am I doing wrong?*
Answer: Properly formatted and compressed raster PDF files should not exceed 1MB per sheet. If your files are larger, you may have made one of the following errors:

- Saving the plans as 8-bit (grayscale) or 24-bit (full-color) raster files will drastically increase the file size. Even if the images contain only black and white objects, 8-bit and 24-bit files still contain all of the shade and color data. Plans must be saved as 1-bit (monochrome).

- Uncompressed files are much larger than compressed files. Construction plans contain mostly white space. The data required to store this white space can be significantly reduced. When converting your PDFs to raster images, be sure to use a form of lossless compression (such as LZW). When creating or saving PDF files, remember to specify "compressed."

Question: *How do I convert a vector-based PDF to a raster-based PDF if my file size is too large?*
Answer: The industry standard software for working with PDF files is Adobe Acrobat; however, there are numerous PDF tools freely available on the Internet.

Step 1: Save the vector-based PDF files as raster images (TIF or PNG). The format of the raster images is important (300 ppi, monochrome). We recommend TIF files with LZW compression.

Step 2: Convert the raster images back to compressed PDF files.

Step 3: Merge the individual PDF files into a single multi-sheet PDF file.

Question: *Some raster images are loading slowly in the PDF reader. What am I doing wrong?*
Answer: Transparent raster images require considerable resources to display. Even though the source image is not transparent, your CAD software may be plotting it with transparency (white pixels plotted as see-thru). Be sure to set image transparency "off" before plotting.