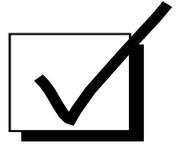




City of Rancho Cucamonga  
Planning Department  
(909) 477-2750

## CHECKLIST FOR A SIGN PERMIT



**PURPOSE: 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. Sign Permit Application signed by property owner.
- 2. Three sets of the sign plans (see Section 3) to be reviewed by staff for completeness and accuracy. One set of the sign plans shall be to the size of 8 1/2 x 11 inches and colored to resemble the proposed colors of the sign.
- 3. Filing fees.

### SECTION 2: Filing 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 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 shall include the following:
    - Project site area including 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.
    - 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. Monument Sign:*

*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.*



# SIGN PERMIT APPLICATION

## GENERAL INFORMATION

Business Name:	
Business Address:	
Applicant's Name:	Phone:
Applicant's Address:	Email :
Business Owner's Name:	Phone:
Business Owner's Address:	Email :

## TYPE OF SIGN PERMIT for permanent on-site signs

<input type="checkbox"/> Monument Sign	<input type="checkbox"/> Pedestrian Traffic	<input type="checkbox"/> Wall Sign	
Length:	Height:	Square Feet:	Building Linear Feet:
<input type="checkbox"/> Monument Sign	<input type="checkbox"/> Pedestrian Traffic	<input type="checkbox"/> Wall Sign	
Length:	Height:	Square Feet:	Building Linear Feet:
<input type="checkbox"/> Monument Sign	<input type="checkbox"/> Pedestrian Traffic	<input type="checkbox"/> Wall Sign	
Length:	Height:	Square Feet:	Building Linear Feet:
<input type="checkbox"/> Monument Sign	<input type="checkbox"/> Pedestrian Traffic	<input type="checkbox"/> Wall Sign	
Length:	Height:	Square Feet:	Building Linear Feet:
<input type="checkbox"/> Uniform Sign Program	Sign Program #:	Center Name:	

## OWNER CERTIFICATION

I certify that I am presently the legal owner or property manager of the above-described property. Further, I acknowledge the filing of this application and certify that all of the above information is true and correct.

Date:	Signature:
Print Name and Title:	

## ACTION

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Signature:	Date: / /		
Comments:					
Date Received:	Received By:	File #:	Fee:	Cash Deposit:	Receipt #:
/ /			\$	\$	

Account # for Planning Fees: 10010004508 Account # for Deposit: 18820002310