



## SIGN PERMIT APPLICATION AND INFORMATION OUTLINE

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This outline provides you with information on how to apply for a Sign Permit. We hope that the information will be beneficial in instructing you on what information is required and what steps must be taken to review your application. The more thorough and complete the application submitted to the Town, the better we can serve you and help you achieve your goals.

Included is the **SIGN PERMIT APPLICATION**. Should you have any questions, please contact the Planning Division at (760)369-6575 x317. The Planning Division is in the Community Development/Public Works Department building at 58928 Business Center Drive off Indio and Yucca Trail, north of the Monterey Business Center. You may visit our website for additional information at:

<http://www.yucca-valley.org/departments/planning.html>

### What is a Sign Permit?

The issuance of Sign Permits is regulated by *Ordinance 156, Sign Regulations*. A sign is defined as any structure, housing, device, figure, statuary, painting, display, message placard, or other contrivance, or any part thereof, which is designed constructed, created, engineered, intended, or used to advertise, or to provide data or information in the nature of advertising, for any of the following purpose: to designate, identify, or indicate the name of the business, of the owner or occupant of the premises upon which the advertising display is located; or, to advertise the business conducted, services available or rendered, or the goods produced, sold, or available for sale, upon the property where the advertising display is erected.

The purpose and intent of sign regulations is to protect the general public health, safety, welfare, viewsheds and other aesthetic values of the community by:

Ensuring that signage is clear, consistent, and compatible with surrounding neighborhoods and the rural desert character of the Town;

Ensuring the implementation of community design standards consistent with the General Plan;

Promoting the community's appearance by regulating the design, character, location, type, quality of materials, scale, color, illumination, and maintenance of signs;

Placing limits on the use of signs which provide direction and aid orientation for businesses and activities;

**Town of Yucca Valley  
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Planning Division  
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Promoting signs that identify uses and premises without confusion; and

Reducing possible traffic and safety hazards through good signage.

It is the further intent of sign regulations to establish flexibility based upon individual circumstances which include building location in relation to adjacent structures, public rights-of way, compatibility with surrounding development and visibility of the business location to the general public.

### Who approves the Sign Permit?

The Sign Permit application is reviewed by Planning Division staff but may be referred to the Planning Commission for further review.

### Fees

The fee for processing a sign permit must be paid to the Town at the time the application is filed. The fees for sign permits are as follows:

Single Sign	\$134*
Multiple Signs	\$171*
Sign Criteria	\$499*

**\*This does not include Building & Safety plan review or permit fees.**

### Submittal Requirements

Four sets of plans to include the following:

Plot Plan

Scaled Drawings

Location of sign with setback dimensions from property line and right of way

Building location in relation to adjacent streets

Elevation

Building with signs in perspective from ground level

Color rendition to show finished look



# Sign Permit Application

Date Received _____
By _____
Fee _____
Case # _____

## General Information

**APPLICANT** \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**REPRESENTATIVE** \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Project Information

Business Name \_\_\_\_\_ Assessor Parcel Number(s) \_\_\_\_\_

Business Address \_\_\_\_\_

Linear feet of subject business: \_\_\_\_\_

Total street frontage of property: \_\_\_\_\_

Measurement of proposed sign: \_\_\_\_\_

Sign material: \_\_\_\_\_ Lighting: \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Property Owner Signature \_\_\_\_\_

**This application does not constitute application for a building permit. A separate building permit application and fees must be submitted to the Building and Safety Division.**

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## Owner/Applicant Authorization

**Applicant/Representative:** I/We have reviewed this completed application and the attached material. The information included with this application is true and correct to the best of my/our knowledge. I/We further understand that the Town may not approve the application as submitted, and may set conditions of approval. Further, I/We understand that all documents, maps, reports, etc., submitted with this application are deemed to be public records. This application does not guarantee approval or constitute a building permit application.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Property Owner:** I/We certify that I/We are presently the legal owner(s) of the above described property (If the undersigned is different from the legal property owner, a letter of authorization must accompany the form). Further, I/We acknowledge the filing of this application and certify that all of the above information is true and accurate. I/We understand that I/We are responsible for ensuring compliance with conditions of approval. I/We hereby authorize the Town of Yucca Valley and or/its designated agent(s) to enter onto the subject property to confirm the location of existing conditions and proposed improvements including compliance with applicable Town Code Requirements. Further, I/We understand that all documents, maps, reports, etc., submitted with this application are deemed to be public records. This application does not guarantee approval or constitute a building permit application. I am hereby authorizing

\_\_\_\_\_ to act as my agent and is further authorized to sign any and all documents on my behalf.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_