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8401 Laguna Palms Way
 Elk Grove, California 95758



CITY OF ELK GROVE SIGN APPLICATION FORM – PERMANENT SIGNS

Sign Type (check all that apply) <input type="checkbox"/> Building Attached Sign(s) <input type="checkbox"/> Freestanding Sign(s) <input type="checkbox"/> Modification to an existing sign other than change of copy	City Use Only Date Submitted: _____ Rec'd by: _____ Approved by: _____ Date: _____ Sign Permit Sticker #: _____
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Note: Except as otherwise granted by the City (deviation, exception, or variance), all signs shall conform to the sign standards listed in Chapter 23.62 (Signs on Private Property).

Project and Proposed Sign Information – All Relevant Fields MUST Be Completed

Site/Project Location	
Address where sign(s) are to be located:	
Name of shopping center, subdivision, or project:	
Is there an existing Uniform Sign Program? Y/N	
Name of tenant (if applicable):	
Square footage of tenant space (if applicable):	
Length of primary building frontage (linear feet):	

Describe all proposed building attached and freestanding signs. If additional space is needed, attach the information on a separate sheet.

Proposed Building Sign(s)		Proposed Freestanding Sign(s)	
Number of building signs:		Number of freestanding signs:	
Type of building sign(s) (e.g., wall mounted, canopy, projecting):		Number of sign faces per sign:	
Sign location (e.g., front and back of building):		Sign location (e.g., landscape planter):	
Square footage of each sign (list separately):		Setback distance from public right-of-way:	
Total square footage of all signs:		Total sign area of each sign face (excluding frame):	
Type of illumination:		Type of illumination:	

List any and all EXISTING building attached and freestanding signage for the project or tenant (including sign area (square footage):

Contact Information

Applicant/Authorized Agent (requires property owner signature below)

Name: _____

Address: _____ Phone: _____

City, State Zip: _____ Fax: _____

Email Address: _____ Cell Phone: _____

Property Owner

Name: _____

Address: _____ Phone: _____

City, State Zip: _____ Fax: _____

Email Address: _____ Cell Phone: _____

Submittal Requirements

Attach each of the following to this application form:

1. Two sets of site plans and elevations (scaled drawings) showing the following:
 - Job address and name, address, and phone number of the owner of the establishment
 - Site plan showing length of primary building frontage and location of all freestanding signs (including dimensions to the right-of-way lines, property lines, sidewalks, driveways, streets/alleys and other structures existing or approved on the project site.
 - Building elevations including the position of all proposed and existing building attached signage showing width and length dimensions for lettering or image, each cabinet sign, material specifications, and colored renderings. Also identify any clearance dimension from adjacent standing surface to the bottom of the cabinet and the proposed illumination of signs.
 - Freestanding sign elevations showing all proposed freestanding signage with dimensions of structure (including height from adjacent grade) and showing width and length dimensions for lettering or image of sign face, material specifications, illumination proposed, and colored renderings.
2. Any and all additional plans and information required for the necessary building permit(s), along with a completed Building Permit Application Form.

Sign Permit Conditions

1. Prior to installation of any sign(s), a building permit for the signs(s) shall be obtained from the Building Division.
2. Signage shall be installed per the stamped-approved plans.
3. This sign permit shall become null and void if installation of the sign is not commenced within six months from the approval date.
4. Each sign shall have a specified sticker issued by the City that identifies the City-issued permit number, placed visibly on the frame or outer perimeter of the sign.
5. Other: _____

Applicant/Property Owner Signature

I verify that all the above and attached material is true and accurate.

_____ Date _____
Property