



Sign Plan Application Form

303 East B Street, Ontario, California 91764 Phone: 909.395.2036 / Fax: 909.395.2420

GENERAL INFORMATION

Subject Property

Tenant Name: _____

Address of Proposed Sign: _____

Phone: _____

Email: _____

Business License No. _____ Exp. Date: _____

Applicant/Contractor Information

Name of Applicant: _____

Company/Organization: _____

Address: _____

Phone: _____ Email: _____

Applicant's Representative: _____

Address: _____

Phone: _____ Email: _____

For Staff Use Only

File No.: _____

Related Files: _____

Date Submitted: _____

Received by: _____

Fees Paid: \$ _____

☐ Cash ☐ Check (# _____)

☐ Credit Card

Receipt No.: _____

Action:

☐ Approved ☐ Denied

By: _____

Date: _____

PROJECT INFORMATION

Address of Proposed Sign: _____

Assessor Parcel No(s): _____

Project Site is Located within the Downtown District (Note: The Downtown District is bordered by "I" Street on the north, Vine Avenue on the west, railroad tracks (immediately south of Emporia Street) on the south, and Sultana Avenue on the east)?

☐ Yes.....☐ No

SIGNAGE STATISTICS

Signs	Wall Signs		Freestanding Signs		Other Signs: (_____)	
	Area (in SF)	Letter Height	Area (in SF)	Height	Area (in SF)	Height
Existing Signs:						
Proposed Signs:						
Development Code Requirements (max. allowed):						

APPLICANT CERTIFICATION

I, the undersigned, certify and say that I am the applicant in the foregoing application, that I have read the foregoing application and know the content thereof, and state that the same is true and correct to the best of my knowledge and belief.

Furthermore, I hereby agree to defend, indemnify, and hold harmless the City of Ontario or its agents, officers, and employees, from any claim, action or proceeding against the City of Ontario or its agents, officers or employees, to attack, set aside, void, or annul any approval by the City of Ontario, whether by its City Council, Planning Commission, or other authorized board or officer, as it pertains to this application. The City of Ontario shall promptly notify the applicant of any such claim, action or proceeding, and the City of Ontario shall cooperate fully in the defense.

Date: _____ Signature: _____

Name (print or type): _____

PROPERTY OWNER OR APPROVING AGENT ACKNOWLEDGEMENT

I, the undersigned, certify and say that I am the ☐ owner, ☐ approving agent, for the property in the foregoing application, that I have read the foregoing application and know the content thereof, and agree to the filing of this application with the City of Ontario.

Date: _____ Signature: _____

Name (print or type): _____

Address: _____

Phone: _____



Sign Plan Application Form— Minimum Filing Requirements

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WHAT IS A SIGN PLAN?

A Sign Plan is a set of drawings that describe, in detail, how a sign is proposed to be constructed and placed on a particular property.

WHY IS A SIGN PLAN REQUIRED?

The City recognizes the need for signs as a means to identify businesses within the community, and further recognizes that signing is an important design element of the physical environment. The City is committed to preserving and improving its appearance and is striving to provide an economically stable and visually attractive community through site planning, building design, landscaping and signing.

When properly designed, a sign can be pleasing and can harmonize with physical character of its environment. Poorly designed signs, however, detract from the city's aesthetic value, can result in a reduction in property values and in some cases, can present a hazard to both pedestrians and motorists.

The City is committed to preserving its aesthetic value, assuring the health and safety of its residents, and to preserving and maintaining property values. To this end, the Ontario City Council has adopted regulations governing the placement, number, size and design of signs in the City. The implementation of these regulations is ensured through the Sign Plan Application process.

MINIMUM FILING REQUIREMENTS

The following submittal documents are required to be submitted through our Citizen Portal Access website at <https://aca-prod.accela.com/ont/Default.aspx> or over the counter to the Planning Department at Ontario City Hall. If the application is submitted through Citizen Portal Access, all documents shall be in **PDF file format**.

- (1) Completed *Sign Plan Application Form*.
- (2) Provide the following plans and information. Applications submitted through Citizen Portal Access shall provide plans **in PDF file format**. Applications submitted over the counter to the Planning Department at Ontario City Hall shall provide three (3) sets of plans in color.
 - (a) A site plan showing the location of all proposed signs.
 - (b) Exterior building elevations showing the location of all proposed wall signs.
 - (c) A fully dimensioned elevation drawing of all proposed signs, describing the sign length, width, depth, letter height, materials and colors.
 - (d) A cross section showing how the sign will be attached to the building.
- (3) Photographs of the site, including existing signs and proposed sign location(s).
- (4) Provide a copy of the current business license for the business requesting sign approval or provide the business license number on the *Sign Plan Application Form*.
- (5) Filing fee (see Planning Department Fee Schedule found here: <https://www.ontarioca.gov/Planning/Applications>). This fee will be invoiced upon confirmation by staff that all minimum filing requirements were provided.