



CITY OF FOUNTAIN VALLEY SIGN PERMIT APPLICATION

TO BE COMPLETED BY CITY STAFF ONLY

SIGN PERMIT NO.	DATE FILED:
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PLEASE PRINT

ADDRESS/LOCATION	ASSESSOR'S PARCEL NUMBER (APN)	ZONING DISTRICT
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SIGN #1

LOCATION:	TYPE OF MATERIALS:
SIZE:	TYPE OF LIGHTING:
COLOR OF BACKGROUND:	TOTAL SIGN AREA:
COLOR OF LETTERS:	

SIGN #2

LOCATION:	TYPE OF MATERIALS:
SIZE:	TYPE OF LIGHTING:
COLOR OF BACKGROUND:	TOTAL SIGN AREA:
COLOR OF LETTERS:	

* IF MORE THAN TWO (2) SIGNS ATTACH ADDITIONAL SHEETS.

APPLICANT INFORMATION

APPLICANT NAME	ADDRESS		
APPLICANT ADDRESS	CITY	STATE	ZIP CODE
PHONE	EMAIL		

PROPERTY OWNER INFORMATION

PROPERTY OWNER NAME	ADDRESS		
PROPERTY OWNER ADDRESS	CITY	STATE	ZIP CODE
PHONE	EMAIL		

PROPERTY OWNER AUTHORIZATION

I/We am/are the legal owner(s) of said property, have read the foregoing letter of authorization and know the contents thereof, and do hereby certify that the same is true of my/our own knowledge. I/We declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

PROPERTY OWNER NAME (PRINT)	PROPERTY OWNER SIGNATURE	DATE
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GENERAL

- ☐ It is recommended that the applicant discuss the proposal with a member of the Planning Department prior to filing. This discussion should cover in detail the applicant's request and the procedural steps required.

WHAT TO FILE

- ☐ **Application Form:** One (1) copy of the Sign Permit Application shall be properly filled out and signed by the applicant. All applications shall contain the signature of the property owner or a letter signed by the property owner authorizing a third party to present vested interests shall be submitted.
- ☐ **Plans:**
 - **Four (4)** copies of a fully dimensional site plan, sign elevation plan and color photo simulations shall be submitted with the application. The site plan, sign elevations and color photo simulations shall be legibly drawn to scale on paper no smaller than 8 ½" x 11" or no larger than 11" x 17". Overall signage for either the individual building or commercial/industrial complex shall also be submitted. If larger than 8 ½" x 11", one (1) set of the site and sign elevation plans must be reduced to 8 ½" x 11".
 - **One (1)** electronic version of the plans shall be submitted by email at the time of submittal or by a USB flash drive.
- ☐ **Optional Data:** Any other data that might be helpful in understanding and evaluating the application, color/material boards, etc.

OTHER INFORMATION

- ☐ **Processing:** Signs that need to be reviewed by the Sign Committee will be reviewed within 45 calendar days. The Sign Committee meets as needed on the 2nd and 4th Wednesday of each month at 6:00 p.m.
- ☐ **Filing fees:** Refer to the [Fee Schedule](#) for the applicable filing fees.
- ☐ **Additional fees:** A building permit is required for most signs to verify compliance with California Building Code (CBC) and City of Fountain Valley Public Works applicable codes and standards.

City of Fountain Valley

Planning Department
10200 Slater Avenue
Fountain Valley, CA 92708
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