

CITY OF SAN JUAN CAPISTRANO



Planning Division
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For City Staff Use Only

Case File #:
SP

Related Case File(s):

Project Manager:

Application received by:

Date Opened:

Amount of Deposit/Fee:

SIGN PERMIT APPLICATION

SIGN INFORMATION

Business Name:

Property Address/Location:

Sign Description (check one):

- | | |
|--|--|
| ☐ Free-standing monument | ☐ Temporary subdivision |
| ☐ Building-mounted, projecting | ☐ Permanent subdivision |
| ☐ Building-mounted, flush | ☐ Major construction |
| ☐ Window | ☐ Portable Sign Permit |
| ☐ Public & Institutional Banner Program | |

Existing Zoning
Designation:

Sign Dimensions:

Length:

Width:

Sq. Footage:

Height (from finished grade):

Lighting: ☐ Yes ☐ No
 (If yes, please attach lighting information)

Materials:

Colors:

(Please attach proposed colors)

No. of Signs:

Is proposed sign double-sided? ☐ Yes ☐ No

PROPERTY OWNER INFORMATION

APPLICANT INFORMATION

Name:

Name:

Mailing Address:

Mailing Address:

City/State/Zip:

City/State/Zip:

Phone:

Phone:

Fax No.:

Fax No.:

E-Mail:

E-Mail:

SIGN COMPANY INFORMATION	ARCHITECT INFORMATION
Name:	Name:
Mailing Address:	Mailing Address:
City/State/Zip:	City/State/Zip:
Phone:	Phone:
Fax No.:	Fax No.:

SUBMISSION REQUIREMENTS

☐ Sign Plan
Building Elevations

☐ Color & Materials Board ((8.5" x 11")
☐ Illumination/electrical details

SIGNATURE/ACKNOWLEDGEMENT		
I hereby acknowledge that this application will not be considered complete until I have submitted all required documentation and fees. I hereby certify that all information contained in this application, including all plans and materials required to be submitted by the City, is, to the best of my knowledge, true and correct. I hereby grant the City authority to enter onto the property to conduct site inspections.		
_____ Property Owner's Signature		_____ Applicant's Signature
<i>For City Staff Use Only</i>		
Sign Program No. if applicable):	Subject to Sign Program? ☐ Yes ☐ No	
Sign permitted in zone district? Yes ☐ No ☐	Sign location complies with approved site plan? ☐ Yes ☐ No ☐ N.A.	
Sign complies with maximum size limits? Yes ☐ No ☐	Sign complies with color/material standards? ☐ Yes ☐ No ☐ N.A.	
Sign complies with maximum height restrictions? Yes ☐ No ☐	Sign complies with illumination standards? ☐ Yes ☐ No ☐ N.A.	
Project Planner Signature	Date:	☐ Approved ☐ Denied