



**CITY OF MORGAN HILL
DEVELOPMENT SERVICES CENTER – PLANNING DIVISION**

17575 Peak Avenue Morgan Hill CA 95037

Phone: (408) 778-6480 Website Address: www.morganhill.ca.gov

**Application and Filing Requirements
for
SIGN PERMIT OR COPY CHANGE**

PURPOSE

The Sign Permit process is intended to allow for the review and approval of plans for all signs by the City's Development Services Department. This process is required prior to the construction, maintenance, display or alteration of a sign pursuant to Section 18.76.030 of the Municipal Code.

A. FILING REQUIREMENTS

1. Complete Sign Application (see section B)
2. Submittal plans electronically by email (see section C)
3. Filing Fee

B. SIGN APPLICATION

1. General Information

Applicant (Name of Business on sign) _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-Mail _____

Property Owner _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-Mail _____

Contractor _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-Mail _____

2. **Project Information**

Name of Business _____

Street Address _____

Assessor's Parcel Number _____

Single Tenant Building ☐ *Multi Tenant Building ☐ * Shopping Center ☐

*Multi-tenant buildings and shopping centers must conform to the Uniform Sign Program on file at the Planning Division. For information on specific Uniform Sign Programs, contact the Planning Division at (408)778-6480

Zoning _____

3. **Sign Information for New signs:**

Number of **new** signs proposed _____

New Sign #1

___Awning Sign___ Building Attached Sign___ Monument Sign___ Window Sign___ Other

Height _____ Width _____ Area (sf) _____

Internal Illumination ☐ External Illumination ☐ Non Illuminated ☐

New Sign #2

___Awning Sign___ Building Attached Sign___ Monument Sign___ Window Sign___ Other

Height _____ Width _____ Area (sf) _____

Internal Illumination ☐ External Illumination ☐ Non Illuminated ☐

New Sign #3

___Awning Sign___ Building Attached Sign___ Monument Sign___ Window Sign___ Other

Height _____ Width _____ Area (sf) _____

Internal Illumination ☐ External Illumination ☐ Non Illuminated ☐

(use additional sheet if necessary)

4. Sign Information for Existing signs:

Length (lineal footage) of business frontage facing the street or drive aisle _____

Number of **existing** signs _____

Dimensions of existing sign(s) to remain:

Existing Sign #1		
___Awning Sign___	Building Attached Sign___	Monument Sign___ Window Sign___ Other
Height _____	Width _____	Area (sf) _____
Internal Illumination ☐	External Illumination ☐	Non Illuminated ☐

Existing Sign #2		
___Awning Sign___	Building Attached Sign___	Monument Sign___ Window Sign___ Other
Height _____	Width _____	Area (sf) _____
Internal Illumination ☐	External Illumination ☐	Non Illuminated ☐

Existing Sign #3		
___Awning Sign___	Building Attached Sign___	Monument Sign___ Window Sign___ Other
Height _____	Width _____	Area (sf) _____
Internal Illumination ☐	External Illumination ☐	Non Illuminated ☐

(use additional sheet if necessary)

C. SUBMITTAL PLAN PREPARATION GUIDELINES

1. All plans shall be submitted electronically via email to Planning@morganhill.ca.gov.
2. All plans shall be clear, legible and accurately scaled or dimensioned.
3. All plans for sign permits shall contain the following information:

- a. Detailed elevation of sign(s) both new and existing, showing
 - Dimensions of sign
 - Color
 - Size and letter style of sign copy
 - Size and style of proposed logo
 - Sign materials
 - Method of illumination
- b. Schematic building elevation showing
 - Dimensions of building frontage
 - Exact location of existing and proposed signage
(Photo simulations may be submitted for sign copy changes)
- c. Site plan showing
 - Location of building attached signs (tenant space location)
- d. Schematic building elevation showing
 - Dimensions of building frontage
 - Exact location of existing and proposed signage
(Photo simulations may be submitted for sign copy changes)
- e. Site plan showing
 - Location of building attached signs (tenant space location)

For Monument signs show the following

- Exact location of proposed monument sign with setbacks to property lines
 - Easements
 - Dimensions of existing or proposed landscaping
 - Existing improvements to include structures, parking area, planter areas, etc.
 - Height of sign – defined as the vertical distance, measured from the adjacent street grade or upper surface of the nearest curb of a street other than an elevated roadway, whichever permits the greatest height, to the highest point of the sign
- f. Installation detail showing cross section through the sign and specifications of hardware and materials.

Property Owner Signature _____ Date _____

Print Name _____

If an agent of the legal owner is signing, a letter of authorization from the legal owner must be submitted with this application