



SIGN PERMIT EXHIBIT AND SUBMITTAL REQUIREMENTS

Exhibits are needed to illustrate what is proposed and to determine that your request meets the requirements of City Code.

The following is the minimum information required on the primary exhibit. If any required information is not applicable to a specific project, an explanatory note must be placed on the exhibit as to why the information is not necessary. All exhibits must be clearly drawn and legible. *NOTE: Additional information may be required during review of the land use proposal, including information not specifically required on this checklist.*

WALL SIGN PERMIT EXHIBIT REQUIREMENTS

- ☐ Name, address, and telephone number of applicant.
- ☐ Name, address, and telephone number of landowner.
- ☐ Name, address, and telephone number of exhibit preparer.
- ☐ Assessor Parcel Number(s) and address of property.
- ☐ Scale (number of feet per inch). Use Engineer's Scale for all maps/exhibits. Architect's Scale is only acceptable for floor plans, elevations, and landscaping plans.
- ☐ North Arrow.
- ☐ Date exhibit prepared.
- ☐ Title of Exhibit (i.e. A Sign for a Coffee Shop).
- ☐ Vicinity map, showing site relationship to major highways and cities, and two access roads.
- ☐ Location of adjoining property and lot lines.
- ☐ Existing and/or proposed zoning and land use of property.
- ☐ Existing land use and zoning of property immediately surrounding subject property.
- ☐ Square footage calculations and dimensions per proposed sign(s).
- ☐ Square footage calculations and dimensions of building façade for wall sign(s).
- ☐ Square footage calculations and dimensions of landscaping at the base of proposed monument sign(s).
- ☐ Square footage calculations per floor and total for building, for each building shown, and per dwelling unit as applicable. For existing buildings, note the building permit numbers on the site plan or provide documentation that buildings were legally erected.

MONUMENT SIGN PERMIT EXHIBIT REQUIREMENTS

- ☐ Name, address, and telephone number of applicant.
- ☐ Name, address, and telephone number of landowner.
- ☐ Name, address, and telephone number of exhibit preparer.
- ☐ Assessor Parcel Number(s) and address of property.
- ☐ Scale (number of feet per inch). Use Engineer's Scale for all maps/exhibits. Architect's Scale is only acceptable for floor plans, elevations, and landscaping plans.
- ☐ North Arrow.

- Date exhibit prepared.
- Title of Exhibit (i.e. A Sign for a Coffee Shop).
- Vicinity map, showing site relationship to major highways and cities, and two access roads.
- Location of adjoining property and lot lines.
- Existing and/or proposed zoning and land use of property.
- Existing land use and zoning of property immediately surrounding subject property.
- Locations, widths, and improvements of existing and proposed public utility easements, transmission lines, power and telephone poles, and underground utilities on or abutting property.
- Square footage calculations and dimensions per proposed sign(s).
- Square footage calculations and dimensions of building façade for wall sign(s).
- Square footage calculations and dimensions of landscaping at the base of proposed monument sign(s).
- Square footage calculations per floor and total for building, for each building/suite shown, and per dwelling unit as applicable. For existing buildings, note the building permit numbers on the site plan or provide documentation that buildings were legally erected.

SIGN PERMIT SUBMITTAL REQUIREMENTS

(All exhibits should be submitted electronically to planning_submittals@menifee.ca.gov)

SIGNS

1. Completed Application form, including the following information:
 - A. The underlying approved project (case type and number) must be referenced.
 - B. If a sign program was approved for the underlying approved project, provide the case number for the sign program.
 - C. The project description (located in the "Project Information" section) must clearly indicate the number and size (dimensions) of existing and proposed signs on the subject property. Additionally, the description shall indicate if the sign(s) are affixed to buildings (wall-mounted) or freestanding, and whether the sign(s) are to be lighted. If the subject property contains multiple tenants/businesses, the project description must clarify the particular suite/building number or letter for which the sign(s) are proposed.
2. Site plan showing all of the listed items (within the applicable case type column) as identified on the Minor Plot Plan Exhibit Requirements matrix.
 - A. If any freestanding sign is located within 660 feet of a freeway, the distance to freeway must be shown.
 - B. For freestanding signs only, also add the location of the closest monument sign.
3. Elevations of the building(s) and/or sign(s) indicating the materials and color(s) of the building(s) and/or sign(s), and the following items:
 - A. If the sign is affixed to a building, the exhibit must show the entire face of wall(s), or tenant's portion thereof, with dimensions (including **height** and **length**) of building and/or suite.
 - B. Location of proposed sign(s) on the building with dimension of remaining wall area above, below and to the sides of the sign.
 - C. Square footage and dimensions of the sign(s).
4. Photographs of any existing signs on the building and any signs on adjacent lease spaces.
5. Current processing fee.



For Official Use Only

Project Number: _____
Date Received: _____
Payment Received: _____
Received By: _____
Case Planner: _____

APPLICATION FOR SIGN PERMIT

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Please Note: Application submittals are accepted electronically at planning_submittals@meniffee.ca.gov and through the [Meniffee Permit Portal](#). Applications submitted without the appropriate payment will not be processed until the application fee is paid. Contact the Community Development Department at (951) 723-3741 for questions regarding the application.

APPLICATION INFORMATION:

Applicant's Name: _____ E-Mail: _____

Mailing Address: _____
Street

_____ *City State ZIP*

Daytime Phone No: (____) _____

Engineer/Representative's Name: _____ E-Mail: _____

Mailing Address: _____
Street

_____ *City State ZIP*

Daytime Phone No: (____) _____

Signature of Licensed Design Professional: _____

Property Owner's Name: _____ E-Mail: _____

Mailing Address: _____
Street

_____ *City State ZIP*

Daytime Phone No: (____) _____

APPLICATION FOR A SIGN PERMIT

If the property is owned by more than one person, attach a separate page that lists the names, mailing addresses, and phone numbers of all persons having an interest in the real property or properties involved in this application.

☐ See attached sheet(s) for additional property owner's names, mailing addresses and phone numbers.

The Community Development Department will primarily direct communications regarding this application to the person identified above as the Applicant. The Applicant may be the property owner, representative, or other assigned agent.

AUTHORITY FOR THIS APPLICATION IS HEREBY GIVEN:

I certify that I am/we are the record owner(s) or authorized agent, and that the information filed is true and correct to the best of my knowledge. (Authorized agent must submit a letter from the owner(s) indicating authority to sign in the owner's behalf. All signatures must be originals ["wet-signed"]. Photocopies of signatures are unacceptable).

SIGNATURE OF PROPERTY OWNER(s):

PRINTED NAME OF PROPERTY OWNER(S)

SIGNATURE OF PROPERTY OWNER(S)

PRINTED NAME OF PROPERTY OWNER(S)

SIGNATURE OF PROPERTY OWNER(S)

If the subject property is owned by persons who have not signed as owners above, attach a separate sheet that lists the printed names and signatures of all persons having an interest in the property.

INDEMNIFICATION AGREEMENT

As part of the application, the applicant and/or property owner agree to defend, indemnify and hold harmless the City of Menifee, its City Council, Boards, Commissions, Officer, Agents, Employees, and Volunteer from and against any and all claims, demands, obligations, damages, actions, causes of action, suits, losses, judgements, fines, penalties, liabilities, costs, and expenses (including, without limitation, attorney's fees, disbursements, and court costs) or every kind and nature whatsoever which may arise from or in any manner related to any approval of the application or related decision, or the processing or adoption of any related document associated with the project. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees, expert witness fees, or other costs and expenses incurred in connection with any claim, action, or proceeding whether incurred by the permittee, City, and/or the parties initiating or bringing such proceedings.

I have read and agree with all of the above.

SIGNATURE OF APPLICANT AND PROPERTY OWNER(s):

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

PRINTED NAME OF PROPERTY OWNER(S)

SIGNATURE OF PROPERTY OWNER(S)

APPLICATION FOR A SIGN PERMIT

PRINTED NAME OF PROPERTY OWNER(S)

SIGNATURE OF PROPERTY OWNER(S)

PROJECT INFORMATION:

Please provide a detailed project description of the proposed project:
Include square footage of all buildings; describe the proposed wall sign; describe the number of wall signs; describe the monument sign and square footage of the base of monument sign; face replacement of sign; provide any other pertinent information about the project.

Sign Number (as shown on plans)	Dimension of Sign(s) (Height X Width)	Total Area of Sign(s) (square footage)	Length of Storefront (if applicable)	Building Face Area (square footage)

Supplemental Information:

Related cases or underlying case:

Assessor Parcel Number:

Site Address (if applicable):

General location (nearby or cross streets):

North of

South of

East of

West of