



CITY OF
LA MESA
JEWEL of the HILLS

SIGN PROGRAM REVIEW APPLICATION

COMMUNITY DEVELOPMENT DEPARTMENT / PLANNING DIVISION
8130 Allison Avenue, La Mesa, CA 91942
Phone: 619.667.1177 • Fax: 619.667.1380

NOTE: The City of La Mesa emphasizes that all applications, plans, maps, exhibits, and other supporting information must be complete and accurate before an application is accepted. Generally, submission of the items on the list of application requirements will constitute a complete application, unless the City determines additional information is needed to evaluate your application. If your application is determined to be incomplete, you will receive a written list describing what is needed to complete the application.

Applicant (if applicable):	_____	Phone:	_____
Address:	_____	Fax:	_____
	_____	Email:	_____
Property Owner:	_____	Phone:	_____
Address:	_____	Fax:	_____
	_____	Email	_____
Contact Person:	_____	Phone:	_____
Address:	_____	Fax:	_____
	_____	Email address:	_____

Property Location:

Address: _____

Assessor's Parcel Number: _____

Project Description:

ATTEST: The information on this Application and all accompanying maps, plans, legal descriptions and other information as submitted for this application as listed on the Application Checklist are accurate and complete to the best of my knowledge. I authorize the applicant as listed on this application to act as my representative for all aspects of processing this application with the City of La Mesa.

Property Owner:	_____	Date:	_____
Applicant:	_____	Date:	_____

FOR OFFICE USE ONLY

Application Number: _____

Date Received: _____

Fee: _____

Reviewed By: _____

Comprehensive Sign Programs must be compatible with the development's architecture, site plan, and surrounding uses to reinforce a unified design theme. In reviewing a sign program application, the Planning Commission will consider the following sign components: using the same background color system on all signs; using colors which are compatible with the design and architecture of the development; using the same type of cabinet supports, or method of mounting for signs of the same type, or by using the same type of construction material for components, such as sign copy, cabinets and supports; using the same form of illumination for all signs, or by using varied forms of illumination determined to be compatible with the development; allowing limited use of different colors for logos or other decorative elements; identification of a comprehensive plan for the location, placement, and number of all signs to be permitted for all existing or planned development in the center or complex.

The following list includes the items and information that must be submitted for a complete application. If you are not sure about a requirement, ask the Planning Division staff. You will be notified whether your application is complete. If it is incomplete or additional information is required, you will receive a specific list of required items.

CHECKLIST

- ☐ One completed and signed application form.
- ☐ Non-refundable filing fee must accompany application.
- ☐ Photocopy of current deed or preliminary title report. (Name of property owner on deed must correspond with the name of applicant unless letter of authorization is submitted with application).
- ☐ One 8 ½" x 11" typed copy of the proposed sign criteria outlining the specifications applicable to the development. The document shall clearly identify specific criteria (quantity, location, size, type, color, method of illumination) for all types of signs on the property (attached, freestanding, primary, secondary, directional, and temporary).
- ☐ Two (2) sets of required drawings, including one clear legible set of 8 ½" x 11" reductions.
- ☐ One set of colored drawings illustrating the location of the proposed signage on the building elevations, and including any freestanding signage. Do not mount plans.
- ☐ Submittal of a materials board showing examples of all exterior sign colors and textures. This shall be mounted on an 8 ½" x 11" "foamcore" board.

GENERAL REQUIREMENTS

- ☐ Maximum sheet size of 24" x 36". Sheet size of 11 x 17 preferred. Drawings shall be neat and clearly labeled.
- ☐ Each sheet should contain the name, address and telephone number of the firm preparing the plan(s), name of applicant, project location, scale, and date of preparation.
- ☐ All plans shall be drawn to standard engineering or architects scale of sufficient size to properly evaluate the project.
- ☐ Site plan shall include all existing or proposed buildings, parking areas, location of streets, sidewalks, and pedestrian or vehicular openings, property lines (dimensioned), north arrow, and a small locational map.
- ☐ Complete building elevations should be drawn at a scale sufficient to evaluate the design, location, size, color, building materials, building height and construction details of the project.
- ☐ Sign information should include location, size (dimensioned), materials, colors, and lighting type for all signs (including directional and convenience signs).
- ☐ Elevations to be labeled North, South, East, and West to correspond to the site plan.