



PALMDALE
a place to call home

APPLICATION FOR SIGN PROGRAM

Planning Division
38250 Sierra Highway
Palmdale, CA 93550
(661) 267-5200
planningdiv@cityofpalmdale.org

Sign Program No.: _____
Date: _____
Receipt Number: _____
Received By: _____
(Print Name)

Fee: **\$325**

INSTRUCTIONS TO APPLICANT

The following application form is provided for all applicants requesting a sign program with the City of Palmdale. All information must be received and the fees paid before the application can be processed.

SUBMITTAL CHECKLIST

- _____ The completed Application.
- _____ The original Letter of Authorization and attached legal description of the property.
- _____ Two (2) copies of the Sign Program. **(See attached requirements.)**
- _____ Two (2) copies of a site plan of the center showing all structures, parking, driveways, landscape areas, and locations of proposed monument or freestanding signs.
- _____ Two (2) copies of the elevations of proposed freestanding signs.
- _____ Two (2) copies of the elevations for the center showing how the wall signs will look.

PROJECT PLAN SUBMITTAL FOR EACH SET OF PLANS:

- **1 copy on 11" x 17" paper and 1 larger copy (for example, 24" x 36", 36" x 48", or 36" x 68" paper). Larger plans shall be individually folded by plan type by applicant to a maximum 8½" x 11" size. Stack-folded, stapled, rolled, or bound plans will not be accepted.**
- **CD with individual PDF files of the submittal requirements. (Optional)**

_____ A vicinity map at a scale clearly indicating the subject parcel(s) and showing the existing major street patterns, zoning and land use designations, and actual land use (e.g.: projects, subdivision(s), creeks, railroads, and other significant landmarks) within a minimum of one mile of the exterior boundaries of the site on 8½ " by 11" paper. **NOTE: Thomas Guide maps are not acceptable.**

If you have any questions regarding this application packet or required materials, please call the Planning Division.

**INSTRUCTIONS TO APPLICANT AND SUBMITTAL CHECKLIST
FOR
SIGN PROGRAMS**

Sign Program No.: _____

A sign program prepared for a center within the City of Palmdale must conform to the current standards as outlined in the City of Palmdale Zoning Ordinance, be printed on 8½" X 11" paper and include the following items:

- _____ Name, address, and location of the center.
- _____ City of Palmdale project number for the center.
- _____ Name, address, and phone number of the preparing company.
- _____ Preparation date and revision box.
- _____ Owner/tenant requirements for approval.
- _____ Sign design requirements.
- _____ General sign specifications (% of leasehold frontage and/or square footage) for principal and secondary frontages).
- _____ Identify principal and secondary frontages within the center.
- _____ Maximum allowed signage on principal and secondary frontages.
- _____ Identify major tenant specifications for signs if different from the rest of the center.
- _____ Letter color, maximum letter height and size, and lettering style allowed.
- _____ Requirements to conform to building and safety standards.
- _____ Setback and distance requirements for monument signs.
- _____ Prohibited signs.

EXHIBITS

- _____ Site plan showing monument sign locations.
- _____ Monument sign(s) elevation and construction plans.
- _____ Sign construction and mounting plans for all other signs.
- _____ Typical building elevations with location of sign(s) illustrated.
- _____ Major tenant building elevations with location of sign(s) illustrated.

APPLICATION FOR SIGN PROGRAM

Sign Program No.: _____

Request to approve a sign program in conjunction with _____.
(Project Number)

Project Location: _____
(Address if Applicable)

Assessor's Parcel Number(s): _____

Approximately _____ feet **north** or **south** of _____
(Circle one)

Approximately _____ feet **east** or **west** of _____
(Circle one)

If available, list all related project case numbers (current applications, previously submitted, and/or previously approved cases):

APPLICANT:

Name and Email Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: () _____ Fax No.: () _____

OWNER:

Name and Email Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: () _____ Fax No.: () _____

ENGINEER/REPRESENTATIVE:

Name and Email Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: () _____ Fax No.: () _____

Use additional sheets in the case of multiple parcel numbers, owners, etc.

