



PALMDALE  
a place to call home

**SIGN PERMIT APPLICATION**

Planning Department  
38250 Sierra Highway  
Palmdale, CA 93550  
(661) 267-5200  
Planning\_Department@cityofpalmdale.org

Sign Permit Number: \_\_\_\_\_

Date: \_\_\_\_\_

Base Fee:	<u>          \$100.00          </u>
GIS Fee (5% of Base Fee):	<u>                  5.00          </u>
Computer Tracking Fee:	<u>                 10.00          </u>
Total Fee:	<u>              \$115.00          </u>

**SEE CHAPTER 8, ARTICLE 88, OF THE CITY ZONING ORDINANCE AND ANY APPLICABLE SIGN PROGRAM FOR GENERAL DEVELOPMENT STANDARDS.**

All information must be received and the fees paid before the application can be processed. Applications that include project plans may be submitted via email to: Planning\_Department@cityofpalmdale.org.

**ALL PLANS MUST BE NO LARGER THAN 11" x 17"**

- \_\_\_\_\_ Sign permit application signed by property owner or authorized leasing agent
- \_\_\_\_\_ 2 copies of a drawing depicting dimensions, design, colors, and materials of the sign or sign structure(s)<sup>1</sup>
- \_\_\_\_\_ 2 copies of construction specifications including method of attachment of the sign to the ground or structure and illumination
- \_\_\_\_\_ Site plan showing the location and orientation of the proposed sign; distance to existing or future buildings, other freestanding signs, parking facilities, outdoor seating areas, property lines, roadway, and driveways on or adjacent to the parcel where the sign is to be located
- \_\_\_\_\_ For Wall Signs:
- \_\_\_\_\_ Fully dimensioned elevation showing the exterior of the building or unit where the sign is to be attached including architectural features
- \_\_\_\_\_ For Freestanding Signs:
- \_\_\_\_\_ Building elevation depicting the architectural design, color, and building materials for the building or center. A photograph may be used to show the color and materials of the building
- \_\_\_\_\_ Grading plan demonstrating grade elevation within landscaped areas in relationship to the public right-of-way in immediate proximity of the proposed sign structure

<sup>1</sup> Freestanding signs shall include minor architectural features such as cornices, roof pitches, and archways that may increase its allowable size by 25%. Overall height of signs shall include intentional ground mounding in excess of a 3:1 slope.

**PROJECT DESCRIPTION:**

Business Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Assessor's Parcel Number (if land is vacant): \_\_\_\_\_

**PERSON OR FIRM PREPARING APPLICATION:**

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Company Name and Address: \_\_\_\_\_

**OWNER AUTHORIZATION:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Owner or owner's authorized leasing agent must sign)

Number of Signs Requested: \_\_\_\_\_ Number of Signs Existing on Property: \_\_\_\_\_

**DESCRIBE SIGN 1:**

Type of sign:<sup>2</sup> \_\_\_\_\_

Location: \_\_\_\_\_

Size: \_\_\_\_\_  
(Length) (Height) (Square Feet)

Lineal feet of bldg. frontage or parcel size used to calculate allowable sign area: \_\_\_\_\_

**DESCRIBE SIGN 2:**

Type of sign: \_\_\_\_\_

Location: \_\_\_\_\_

Size: \_\_\_\_\_  
(Length) (Height) (Square Feet)

Lineal feet of bldg. frontage or parcel size used to calculate allowable sign area: \_\_\_\_\_

**DESCRIBE SIGN 3:**

Type of sign: \_\_\_\_\_

Location: \_\_\_\_\_

Size: \_\_\_\_\_  
(Length) (Height) (Square Feet)

Lineal feet of bldg. frontage or parcel size used to calculate allowable sign area: \_\_\_\_\_

**DESCRIBE SIGN 4:**

Type of sign: \_\_\_\_\_

Location: \_\_\_\_\_

Size: \_\_\_\_\_  
(Length) (Height) (Square Feet)

Lineal feet of bldg. frontage or parcel size used to calculate allowable sign area: \_\_\_\_\_

**ATTACH EXTRA SHEETS IF ADDITIONAL SIGNS ARE REQUESTED.**

<sup>2</sup> Examples of types of signs allowed are channel letter, contour, cabinet, or painted wall signs, freestanding signs (except pole signs), canopy, projecting, or marquee signs.