



PALMDALE
a place to call home

APPLICATION FOR SIGN PROGRAM

Planning Department
38250 Sierra Highway
Palmdale, CA 93550
(661) 267-5200

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

INSTRUCTIONS TO APPLICANT

The following application form is provided for all applicants requesting a sign program with the City of Palmdale.

The applicant must complete the attached form as prescribed and submit the following information before the application can be accepted by the Planning Department. **ALL MAPS MUST BE FOLDED BY APPLICANT TO A MAXIMUM 8½" X 11" SIZE.**

SUBMITTAL CHECKLIST

- _____ The completed Application.
- _____ The original Letter of Authorization and attached legal description of the property.
- _____ Four (4) copies of the Sign Program. **(See attached requirements.)**
- _____ Four (4) copies of a site plan of the center showing all structures, parking, driveways, landscape areas, and locations of proposed monument or free standing signs.
- _____ Four (4) copies of the elevations of proposed free standing signs.
- _____ Four (4) copies of the elevations for the center showing how the wall signs will look.
- _____ 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.**

FEE CALCULATIONS*

Base Fee: \$ 300.00

TOTAL FEE RECEIVED: _____

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

**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)

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

APPLICANT:

Name _____

Address _____

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

OWNER:

Name _____

Address _____

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

ENGINEER/REPRESENTATIVE:

Name _____

Address _____

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

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

**OWNER AUTHORIZATION LETTER
SIGN PROGRAM**

CASE NUMBER(S): _____

ASSESSOR'S PARCEL NUMBER(S): _____

If the applicant is not the owner of record, then a letter authorizing the applicant to represent the owner(s) must be submitted. NOTE: All owners must sign as their names appear on the deed to the land.

This letter shall serve to notify and verify that I/we am/are the legal owners of the property described and attached hereto and do hereby authorize the applicant to file and represent my/our interest in the above-referenced application(s). I/we have read this Letter of Authorization and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of California that the information contained in the above-referenced application(s) is true and correct.

OWNER(S) OF RECORD: (Include extra sheets if necessary)

_____ (Printed Name)	_____ (Signature)	_____ (Date)
_____ (Printed Name)	_____ (Signature)	_____ (Date)

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers herein contained and the information herein submitted, are in all respects true and correct.

APPLICANT/APPLICANT'S REPRESENTATIVE

_____ (Printed Name)	_____ (Signature)	_____ (Date)
_____ (Address)		_____ (Telephone)
_____ (Printed Name)	_____ (Signature)	_____ (Date)
_____ (Address)		_____ (Telephone)
_____ (Printed Name)	_____ (Signature)	_____ (Date)
_____ (Address)		_____ (Telephone)