



# City of Loma Linda Community Development Department

25541 Barton Road, Loma Linda, CA 92354 ☎ (909)799-2830 📠 (909) 799-2891

## SIGN PERMIT APPLICATION

### APPLICATION TYPE:

- Sign Permit Review  Master/ Comprehensive Sign Program  
 Temporary Sign Permit

*Submit application with appropriate fee. Check is payable to the "City of Loma Linda". If you prefer to pay by credit card, staff will collect payment after submittal. Please note, Development Impact, School District, Sewer Capacity, and Building Permit Fees are separate from the planning application fee*

### FOR OFFICE USE ONLY

Date Filed: \_\_\_\_\_ Project Case #: \_\_\_\_\_

*A sign permit be obtained from the Community Development Department and Building and Safety Division prior to placing, erecting, reerecting, moving, reconstructing, altering, maintaining, or displaying of any sign unless specifically exempt from such permit. The application must be submitted along with a plot plan and sign plan. Sign requirements are found in Title 17 Zoning, Chapter 17.18 "Signs" of the Loma Linda Municipal Code. Contact Planning staff for further instructions if needed.*

### SECTION I – CONTACT INFORMATION

Applicant/Primary Contact's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State & Zip: \_\_\_\_\_

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

Property Owner's Name: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Owner's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ License #: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_ City Business License #: \_\_\_\_\_

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

### SECTION 2 – PROJECT DETAILS

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

Assessor's Parcel Number (APN): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Description of Project (include name on sign, location of sign, materials used, etc.): \_\_\_\_\_

### Location of sign(s) on property:

Front of: Bldg.  Lot       Rear of: Bldg.  Lot       Side of: Bldg.  Lot

Other: \_\_\_\_\_

Land Use Designation/Zoning District: \_\_\_\_\_

Setbacks from Sign to Property Line: Front yard: \_\_\_\_\_ Rear Yard: \_\_\_\_\_ Side Yards: \_\_\_\_\_

**Sign Dimensions:** Area: \_\_\_\_\_ Height: \_\_\_\_\_ Width: \_\_\_\_\_ Clearance Above Ground Level: \_\_\_\_\_

**Type of Construction:**  New  Repair  Replacement  Temporary  Metal  Wood  Electric

Other: \_\_\_\_\_

**Type of Letters:**  Plain  Reflected  Electric  Illuminated  Illuminated Gas/Type neon

Sign Color is: \_\_\_\_\_

**Will any existing sign(s) be altered in terms of location, height, or size (If yes, explain)?**

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**List all proposed signs below, whether painted, plastic, metal, permanent or temporary, illuminated or non-illuminated.**

Type of Sign*	Copy (Text of the sign)	Type of Lighting**

\*Freeway gateway, projecting, wall, or painted, monument, window, etc.

\*\*Internal, external, illumination, or non-illuminated, etc.

Use additional sheets if necessary.

**Will any sign protrude beyond the property line (If yes, where and by how much)?**

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**When two (2) or more uses or occupancies are located on a single lot or parcel each occupant shall be allocated a proportionate share of the total permitted sign area as determined by the following formula:**

$$\frac{\text{Area per Individual Occupancy}}{\text{Total front footage of combined occupancy (Total building width)}} \times \text{Total width of parcel}$$

(When single (1) building is located on lot: Sign Area = 1 square foot for every linear foot of lot frontage.)

### SECTION 3 – SUPPLEMENTAL REQUIREMENTS

**Plot Plan/Sign Plans/Elevations for Planning:** Submit 3 copies of the plot plan, sign plan and elevations with the following information:

1. Indicate sign location, height and total area size, as well as the proposed colors, type, and style of the sign. Dimensions must be shown.
2. Show the elevation above final grade level, the method of illumination and materials for the proposed sign.
3. Indicate all existing signs on site or on the building at the time of making such application. Build frontage dimensions required for most signs.

**Building Permit Plans:** Most signs require a separate building permit. The permit may require other information such as structural details and calculations that the Community Development Department and Building Division may deem reasonable and necessary to insure safety of construction and compliance with the intent of the Building Code. For questions about these requirements, call the Building & Safety Division at 909-799-2836.

**Licensed contractor:** The person erecting the sign must be a licensed contractor and provide proof of other licenses and insurance required to obtain a building permit.

**Illustration:** If applicable, submit photos or an illustration of all existing signs as well as the location where the sign is proposed to be located.

- Comprehensive Sign Programs:** If submitting a Comprehensive Sign Program, the application will require additional documents such as mailing labels of surrounding property owners, an agent authorization form, and more. Details found in Chapter 17.18 "Signs" of the LLMC. Please contact the planner for a list of requirements prior to submitting application.

**NOTE:** Approval of new signs require that all existing signs conform or be in conformance with the current sign ordinance or applicable master sign program. Sign requirements and standards for all zones are found in Title 17 Zoning, Chapter 17.18 "Signs" of the Loma Linda Municipal Code. <http://qcode.us/codes/lomalinda/>

**SECTION 4 – APPLICANT AND OWNER’S SIGNATURE**

I fully understand the requirements for a sign permit application. Further, I understand that following Planning approval, other fees or approvals might be required from other departments.

<b>Print Name (Applicant)</b>	<b>Signature</b>	<b>Date</b>
<b>Printed Name of Owner or Property Manager</b>	<b>Signature</b>	<b>Date</b>

**SECTION 5 - \*APPROVALS – TO BE COMPLETED BY CITY\***

- Construction permits required (need Building and Safety Division's approval).
- Encroachment Permit required (need Public Works Department's approval).
- No construction permits required, only Planning's approval.
- Comprehensive Sign Program (Public hearing and Planning Commission, or City Council, approval required).

	<u><b>APPROVAL</b></u>	<u><b>DATE</b></u>
1. Planning Division 909-799-2830		
2. Building and Safety Division 909-799-2836/office hours: 8-10am <i>(if building permit is required)</i>		
3. Public Works Department 909-799-4410 <i>(if encroachment permit is required)</i>		
4. Public Hearing Action <i>(for Comp. Sign Programs only)</i>		

Remarks: \_\_\_\_\_  
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