



CITY of CALABASAS

Community Development Department
Planning Division
100 Civic Center Drive
Calabasas, CA 91302
(818) 224-1600
Fax: (818) 225-7329

www.cityofcalabasas.com

Sign Permit / Program Application

GENERAL INFORMATION (print or type)

Name of Business: _____

Business Owner: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Cell / Other Phone: _____ E-mail: _____

Property Owner: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Cell / Other Phone: _____ E-mail: _____

Note: Attach additional lists for multiple property owners. If the property owner or applicant is a trust, partnership, corporation or LLC, on a separate sheet, provide a listing of all persons that make-up the trust, partnership, corporation or LLC

Applicant's Representative: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Cell / Other Phone: _____ E-mail: _____

Note: Prior to submittal of this application, it is advised that the applicant review the requested proposal with the Planning Division in order to review ordinance requirements and consistency with the General Plan. In completing the application form, please be as accurate and complete as possible.

TYPE OF REVIEW REQUESTED (Please check all applicable boxes)

Sign Permit

Sign Program

TO BE COMPLETED BY PLANNING DIVISION STAFF

Is the property in a Scenic Corridor? Yes No

Is a CUP required? Yes No

Is DRC approval required? Yes No

Does the sign conform to Approved sign permit? Yes No

(to be completed after completion of Post Installation Inspection)

Action

Approved: _____ Denied: _____

By: _____

Date: _____

Comments / Conditions: _____

Application Processing

File No(s): _____

Date: _____

Staff Initials: _____

Fees: _____

Receipt No: _____

SIGN TYPE

Temporary Permanent
 Canopy Directional Monument Subdivision
 Wall Wall - Facing Freeway
 Other: _____

NUMBER OF EXISTING SIGNS ON PROPERTY *(Please list on separate page the size of each sign listed below)*

Canopy _____
 Directional _____
 Monument _____
 Wall _____
 Wall - Facing Freeway _____

SIGN SIZE

| Size: | Length: | Width: | Depth: | Overall Height: | Sq. Ft. | Building Face Sq. Ft. | Illuminated | |
|---------|---------|--------|--------|-----------------|---------|-----------------------|-------------|-------|
| | | | | | | | Yes | No |
| Sign 1: | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Sign 2: | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Sign 3: | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Sign 4: | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Sign 5: | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Sign 6: | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

FOR TEMPORARY AND SUBDIVISION SIGNS ONLY:

Installation Date: _____
 Expiration/removal Date: _____
 Cash Deposit Amount: _____

FOR SIGN PROGRAMS:

Property Address: _____ Zip Code: _____
 Assessor's Parcel No(s): _____
 Cross Streets: _____

APPLICANT CERTIFICATION

I hereby certify that the statements furnished in this application and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. In addition, I understand that the filing of this application grants the City of Calabasas permission to reproduce submitted materials, including but not limited to, plans, exhibits, and photographs, for distribution to staff, Commission, Board, and City Council Members, and other Agencies in order to process the application, and to make those materials available to the public on the City of Calabasas' web site and CTV, notwithstanding Health & Safety Code § 19851 or any other provision of law. Nothing in this consent, however, shall entitle any person to make use of the intellectual property in plans, exhibits and photographs for any purpose unrelated to the City's consideration of this application.

Signature: _____ Date: _____
Name (*print or type*): _____ Phone: _____

CONSENT BY PROPERTY OWNER

If applicant is other than property owner, owner must sign consenting to filing. Attach additional sheets if necessary. Originals signatures only. Fax copies of owner's signature will not be accepted.

I/We, as the owner(s) of the subject property, consent to the filing of this application. We further consent and hereby authorize City representative(s) to enter upon my property for the purpose of examining and inspecting the property in preparation of any reports and/or required environmental review for the processing of the application(s) being filed. We further acknowledge that I am aware of and familiar with the requirements of my Homeowner's Association. Attach additional sheets if necessary.

Signature(s) Name(s) (please print or type) Date

Note: This application being signed under penalty of perjury and does not require notarization.



Minimum Application Filing Requirements Checklist

MINIMUM APPLICATION FILING REQUIREMENTS

Sign Plan:

The minimum requirements for filing a Sign Permit application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Sign Plan / Program Application* and filing fees.
- Three (3) color copies of plans that shall include the following:
 - A detailed site plan showing the exact location of the proposed sign(s) with dimensions, proposed landscaping and all site improvements such as structures, parking and paving areas, public street frontages, etc.
 - Elevations showing the dimensions of the building and the exact location of the proposed sign(s).
 - Sign Elevation showing all proposed signs, describing the sign length, width, depth, letter height, materials and colors.
 - A cross section showing how the sign will be attached to the building.
 - Signature of the approving agent (i.e., landlord/property owner, developer, property manager).
- Pictures of the site, existing signs and locations of proposed signs. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, and brief description.

Note: A Sign Program will be required when any of the following conditions exist:

1. A new project is proposed with four or more non-exempt signs;
2. Two or more separate tenant spaces are to be created on the same parcel; or
3. Two or more new signs are proposed during any twelve (12) month period, at an existing business with four or more non-exempt signs.

Sign Program:

The minimum requirements for filing a Sign Permit application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Sign Plan / Program Application* and filing fees.
- Six (6) copies of the sign program. The Sign Program shall be prepared in 8½"X11" *and* 11"X17" format (three (3) copies of each size required) and shall include the following information:
 - A master plan, drawn to scale, delineating the site proposed to be included in the sign program and the general location of all signs.

Drawings indicating the exterior surface details of all buildings within the site upon which wall signs, directory signs or projecting signs are proposed to be located.

- Size, type, and design of all signs proposed as part of the sign program.
- Proposed color schemes of the signs.