



City of Palm Desert / Department of Community Development SIGN APPLICATION

73-510 Fred Waring Drive • Palm Desert • California • 92260 • (760) 346-0611 • Fax (760) 776-6417

Applicant:

Telephone: _____
Mailing Address: _____ Fax number: _____
City: _____ State: _____ Zip: _____ Email: _____

Property Owner:

Telephone: _____
Mailing Address: _____ Fax number: _____
City: _____ State: _____ Zip: _____ Email: _____

Representative:

Telephone: _____
Mailing Address: _____ Fax number: _____
City: _____ State: _____ Zip: _____ Email: _____

Please send correspondence to (check one): Applicant Property Owner Representative

Project Address(s): _____

Existing Zoning: _____ **General Plan Designation:** _____

Proposed Sign Type(s): Wall Sign(s) Monument/freestanding Sign(s) Temporary Banner
 Sign Program for building(s)

Proposed Number of Signs: _____

Proposed Illumination: _____

Property Owner Authorization: The undersigned states that they are the owner(s) of the property described and herein give authorization for the filing of the application.

Signature Print Name Date

Applicant / Representative Signature: By signing this application I certify that the information provided is accurate. I understand that the City might not approve what I am applying for and/or might require conditions of approval.

Signature Print Name Date

OFFICE USE ONLY

PROJECT NO: SA _____

DATE: _____

ACCEPTED BY: _____

City of Palm Desert Sign Application

I. SUBMITTAL REQUIREMENTS:

1. Complete application form filled out with required signatures
2. Submit all required exhibits as described in the application

II. PROCEDURE:

1. Submit a complete application with all sets of required plans and appropriate fee to the Department of Community Development for staff review:
 - **Architectural Review:** Sign programs, signs and awnings must be submitted no later than **two (2) weeks** prior to the next scheduled Architectural Review Commission Meeting (2nd and 4th Tuesday of each month). **There is a 15-day appeal from the day of a decision taken by the Architectural Review Commission. If appealed, the case will be scheduled for City Council review within 40 days of the appeal.**
 - **Staff Review:** Signs submitted for staff review may be approved at the counter or may take **two (2) to three (3)** days to review.
 - **Banner Review:** Banners submitted for staff review are typically approved at the counter.

III. APPLICATION CHECKLIST:

APPLICATIONS WILL BE REJECTED IF ANY APPLICABLE EXHIBITS ARE NOT RECEIVED

A. **Architectural Review Commission submittal requirements:**

- ___ **Twelve (12)** sets of completed set of drawings. **Each set shall include:**
- ___ Dimensioned drawings illustrating proposed sign/awning on building elevations
 - ___ Ratio of signage area to building/unit frontage
 - ___ Location of signs on plot plan and/or building with vicinity map
 - ___ Sign/Letter Size and Font/Style
 - ___ Installation details
 - ___ Illumination method (channel letter, reverse channel, etc.)
- ___ **Digital files on CD or other electronic format of all plans**
- ___ Color and material sample
- ___ **Fee \$370.00**

B. **Staff Review submittal requirements:**

- ___ **Four (4)** sets of complete drawings. **Each set shall include:**
- ___ Dimensioned drawings illustrating proposed sign/awning on building elevations
 - ___ Ratio of signage area to building/unit frontage
 - ___ Location of signs on plot plan and/or building with vicinity map
 - ___ Sign/Letter Size and Font/Style
 - ___ Installation details
 - ___ Illumination method (channel letter, reverse channel, etc.)
- ___ Color and material sample

C. **Banner Review submittal requirements:**

- ___ **Three (3)** copies of:
- ___ Site plan showing banner location
 - ___ Drawing illustrating size of the banner (3'x10' max) color, and lettering

**City of Palm Desert
Sign Application**

IV. EXHIBIT REQUIREMENTS CHECKLIST:

APPLICATIONS MAY BE REJECTED IF ALL PLANS DO NOT INCLUDE AT LEAST THE FOLLOWING INFORMATION:

- Photo of buildings
- Scale used
- Dimensions and sign area
- All graphic and lettering to appear on the sign
- Style of lettering to be used and width of strokes
- Proposed method of illumination (if appropriate)
- Brightness of illuminated signs, expressed in the number of foot-candles at ten feet (should be calculated by person building the sign)
- Method of attachment to any structure, or support if placed on the ground
- Proposed colors and materials
- Proposed location
- Illustration of sign integration in architectural design
- Demonstrate compatibility of sign with other existing and proposed signs