

**CITY OF ARROYO GRANDE  
ADMINISTRATIVE SIGN PERMIT  
ADMINISTRATIVE SIGN PROGRAM  
PLANNED SIGN PROGRAM  
MURAL PERMIT/ PORTABLE SIGN PERMIT**

**COMMUNITY DEVELOPMENT/ BUILDING APPLICATION FORM**

The purpose of this form is to advise the City of the basic compounds of your proposal so that the City may review the project and determine if your proposal is in compliance with existing standards regulating signs (including the Uniform Sign Code). **Providing accurate and complete information will assure prompt processing of this application.** Use additional sheets wherever necessary. *Applications that are inconsistent with the City's General Plan or Development Code will not be accepted as complete.*

<b>FOR STAFF USE ONLY</b>			
<b>Date Application Submitted:</b>	<b>Date Application Accepted as Complete:</b>	<b>Case No:</b>	<b>Permit No.:</b>
Community Development Dept. Comments:		Approved <input type="checkbox"/> Date: By:	Denied <input type="checkbox"/> Date: By:
Building Dept. Comments:		Approved <input type="checkbox"/> Date: By:	Denied <input type="checkbox"/> Date: By:
<b>APPLICANTS PLEASE NOTE THE FOLLOWING INFORMATION REGARDING FEE CALCULATION:</b>		Valuation: \$ _____	
Contact the Community Development Department and Building Department for calculation of total fees required for approval of sign permits. After paying the total sign permit fee at the City Finance Department, submit the completed application with a copy of your receipt to the Community Development Department for processing. After approval by the Community Development Director or Planning Commission, your application will be forwarded to the Building Department. <b>Signs may only be erected after Community Development approval and issuance of a building permit.</b>		<b>COMMUNITY DEVELOPMENT DEPT. FEES:</b> (Administrative Sign Permit or Planned Sign Program) \$ _____  <b>BUILDING DEPT. FEES:</b> Permit Fee \$ _____ Plan Check \$ _____ Electric* \$ _____ S.M.I.P. \$ _____ <b>TOTAL SIGN PERMIT FEES</b>  \$ _____ * if required	
Completion of this form is necessary for the following types of applications. Please indicate the type of application(s) you are requesting:			
<input type="checkbox"/> Administrative Sign Permit	<input type="checkbox"/> Planned Sign Program <input type="checkbox"/> Amendment		
<input type="checkbox"/> Administrative Sign Program <input type="checkbox"/> Amendment	<input type="checkbox"/> Mural Permit		
<input type="checkbox"/> Portable Sign Permit			

Check here if this is an application for a development permit.

Information to be submitted with this application.	
A. Refer to the project checklist (available from the Community Development Department) for those items required to be submitted.	B. Attach color photographs or slides of the sites and of the vicinity. Indicate the location of each photograph or slide and the date taken. Keying the photographs or slide to the site plan is helpful.

**I. GENERAL INFORMATION**

Applicant:	Day Phone:
Applicant's Address:	
Representative (if any):	Day Phone:
Representative's Address:	
Property Owner (if other than applicant):	Day Phone:
Owner's Address:	
Sign Contractor:	Day Phone:
Sign Contractor's Address:	
Contractor's License Number:	Expiration Date:

Please indicate if <u>all</u> correspondence should be sent to:			
<input type="checkbox"/> Applicant	<input type="checkbox"/> Representative	<input type="checkbox"/> Property owner	<input type="checkbox"/> Sign Contractor

**II. PROPERTY DESCRIPTION**

General Plan Land Use Designation:	Zoning:
Assessor Parcel No.:	Parcel Size:
Project Address:	

**III. SIGN INFORMATION**

**A. GENERAL INFORMATION**

1. Total area of all signs: Existing _____ Proposed _____			
2. Width of building front(s), in feet:			
Tenant Name	Building Width	Tenant Name	Building Width
3. Method of sign illumination:			
4. Hours of operation – Business:		Signs:	

**B. DETAILED DESCRIPTION OF SIGNS**

	Ground	Pole	Projecting	Wall	Window	Canopy
Number of signs						
Number of faces per sign						
Area per sign face (square feet)						
Sign dimensions (height x width)						
Maximum height of sign above ground						
Vertical clearance below each sign (in feet)						
Amount of projection from building (in feet)						
Type of illumination						
Wording on sign						

<p><b>APPLICANT REPRESENTATIVE:</b> I certify under penalty of perjury that the foregoing statements and answers herein made and all data, information and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that the submittal of incorrect or false information is grounds for invalidation of application completeness determination or approval. I understand that the City might not approve what I am applying for, or might set conditions of approval. I agree to comply with all City ordinances and state laws regulating work governed by this permit.</p> <p>_____</p> <p>Signed _____ Date _____</p>	<p><b>PROPERTY OWNER/AUTHORIZED AGENT:</b> I certify under penalty of perjury that I am the owner of the property that is the subject of this application and that I have read this completed application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)</p> <p>_____</p> <p>Signed _____ Date _____</p>
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<p><b>CONTRACTOR:</b> I agree to comply with all City ordinances and state laws regulating work governed by this permit.</p> <p><b>Check the appropriate statement:</b></p> <p><input type="checkbox"/> I hereby certify that I am properly registered and/or licensed as required by Arroyo Grande and the State of California.</p> <p><input type="checkbox"/> I hereby certify that I am exempt from the contractors license laws of the State of California under Section 7031.5 of the Business and Professional Code.</p> <p>_____</p> <p>Signed _____ Date _____</p>
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