



City of Victorville

Department of Development

Planning ♦ Building ♦ Code Enforcement

14343 Civic Drive
PO Box 5001
Victorville, CA 92393-5001
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planning@ci.victorville.ca.us

SIGN APPLICATION

Planner Initials: _____

The alteration to any existing sign structures or installation of any new signs requires completion of this form and issuance of a building permit prior to commencing said alterations or installations.

NOTICE TO APPLICANT

1. The applicant/contractor is required to furnish three (3) copies of a drawing, not to exceed 24" x 26" in size, delineating the following information:
 - a) A Plot Plan, to include all structures, required setbacks, public road right-of-ways, location of all existing and/or proposed signs, and the encroachment of any signs in the required setback area.
 - b) Elevation drawings of all proposed and/or existing signs, to include all dimensions, and "copy" to be shown on sign and computation of sign area (square footage). (SEE REVERSE SIDE FOR SAMPLE DRAWING)
2. Sign permit applications received for existing businesses are subject to an on-site field inspection to verify existing signage prior to approval of any new sign permit applications.
3. The addition of any freestanding sign (pole or monument) shall require Planning Commission review and approval of a site plan or site plan modification, unless the sign requested was included in a previous site plan approval.

Name of Business _____

Address _____ Phone _____

Contractor _____

Address _____ Phone _____

Assessors Parcel Number _____ Zone District _____

Lot Frontage _____

Actual front footage of the individual use:

	Type	Number	Dimensions	Area (Sq. Ft.)	Signature
Existing Signage*	Wall				
	Pole				
	Monument				
	Roof				
	Other				

***Any discrepancy between the actual existing signage and the information provided above can be construed as fraud. Further, any sign permit approved based upon inaccurate information shall be null and void.**

	Type	Number	Dimensions	Area (Sq. Ft.)	Valuation
Proposed Signage	1				
	2				
	3				
	4				
	5				

ALLOWABLE SIGN AREA _____ NUMBER OF SIGNS _____

TOTAL EXISTING SIGN AREA _____ NUMBER OF SIGNS _____

PROPOSED SIGN AREA _____ NUMBER OF SIGNS _____

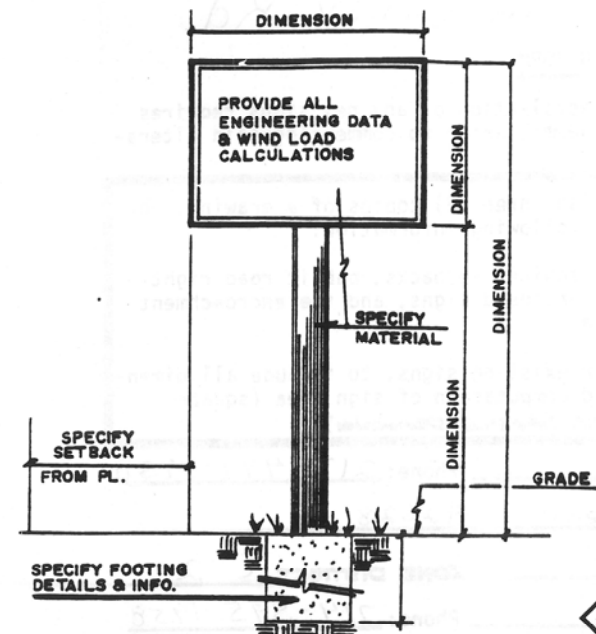
TOTAL SIGN AREA _____ TOTAL NUMBER OF SIGNS _____

The foregoing statements and the information submitted herein, are in all aspects true and correct to the best of my knowledge and belief. Any incorrect or incomplete information may cause a delay in processing.

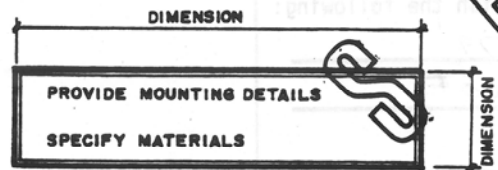
(Applicant/Contractor) Date

Approved by _____ Date _____ Permit Number _____

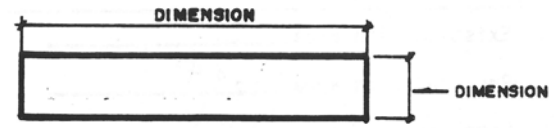
REQUIRED (Owner/Manager of Business) _____ Date



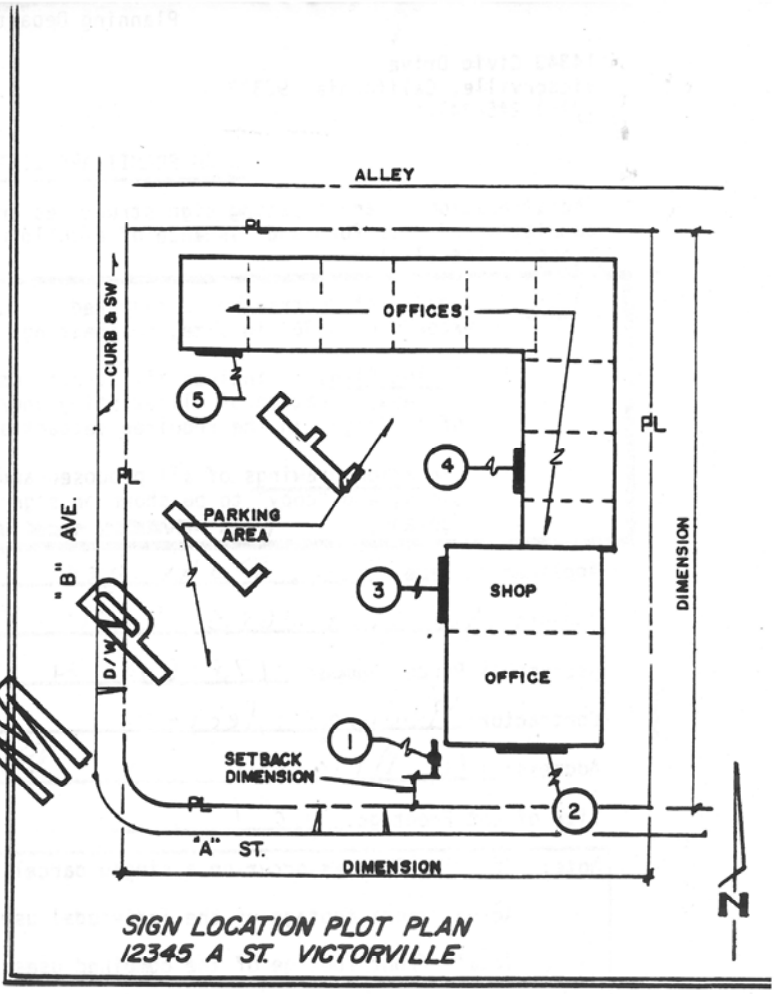
① PROPOSED FREESTANDING SIGN
 DOUBLE FACE, INTERNAL ILLUMINATION
 24'-0" HT., 96 SQ.FT.



② ③ PROPOSED WALL SIGNS
 2 AT 49 SQ.FT. EACH (98 SQ.FT.)
 SINGLE FACE, NON-ELECTRIC



④ ⑤ EXISTING CANOPY SIGNS
 2 AT 6 SQ.FT. EACH (12 SQ.FT.)



SIGN LOCATION PLOT PLAN
 12345 A ST. VICTORVILLE

NOTE:

ALL SIGN PERMIT APPLICATIONS SHALL HAVE 3 COPIES OF A DRAWING DELINEATING ALL EXISTING AND/OR PROPOSED SIGNS TO INCLUDE THE FOLLOWING INFORMATION:

1. ALL DIMENSIONS AND SQUARE FOOTAGE FIGURES FOR EACH SIGN.
2. FOOTING DETAILS AND WIND LOAD ENGINEERING CALCULATIONS FOR FREESTANDING SIGNS.
3. MOUNTING DETAILS FOR ALL FACIA, WALL, CANOPY, ROOF, ETC. MOUNTED SIGNS.
4. PLOT PLAN OF THE SUBJECT PROPERTY WITH DIMENSIONS, SETBACKS, SIGN LOCATIONS, BUILDING LOCATION, DRIVES, CURBS, SIDE WALKS AND STREET INFORMATION.

IF SIGNS ARE FOR A MULTI TENANT BUILDING, GIVE THE FRONTAGE DIMENSION OF EACH USE AND THE TOTAL DIMENSION OF THE FRONTAGE OF ALL USES.

FAILURE TO PROVIDE THE MINIMUM REQUIRED INFORMATION COULD CAUSE UNNECESSARY DELAYS IN PROCESSING YOUR PERMIT APPLICATION.