CITY OF GRAND TERRACE
Community Development Department
22795 Barton Road
Grand Terrace, CA 92313
(909) 824-6621

Sign Permit Application

General Information

OFFICE USE ONLY				
File No.:		Related Files:		
Date Submitted	Environmental Review Case No.	Categorically Exempt	Fee(s) Received $	Received By

Applicant:

Contact Person:

Address

Phone Number:	FAX Number:	E-mail Address:

Property Owner's Name:

Address:

Phone Number:	FAX Number:	E-mail Address:

Property Description

Project Address:	Assessor's Parcel Number(s):

Zoning:	Overlay Zone:	General Plan Land Use Designation:

Existing Land Use(s)	Number of Existing Buildings:

Sign Description

Sign 1

Type of Sign:	□ New	□ Wall	□ Canopy	□ Under Marquee	□ Change of Copy
	□ Replacement	□ Window	□ Monument	□ Freeway	

Location of Sign:

Dimensions of Sign Area:

Square Footage of Sign Area:

Square Footage of Building, Wall or Window Face:

Percent of Building, Wall or Window Face Occupied by Sign Area:

Is Sign Illuminated:

Height of Sign (including structure):

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Additional Sign Information

Sign Description

Sign 2

Type of Sign:	☐ New	☐ Wall	☐ Canopy	☐ Under Marquee	☐ Change of Copy
	☐ Replacement	☐ Window	☐ Monument	☐ Freeway	

Location of Sign:

Dimensions of Sign Area:

Square Footage of Sign Area:

Square Footage of Building, Wall or Window Face:

Percent of Building, Wall or Window Face Occupied by Sign Area:

Is Sign Illuminated:

Height of Sign (including structure):

Sign Description

Sign 3

Type of Sign:	☐ New	☐ Wall	☐ Canopy	☐ Under Marquee	☐ Change of Copy
	☐ Replacement	☐ Window	☐ Monument	☐ Freeway	

Location of Sign:

Dimensions of Sign Area:

Square Footage of Sign Area:

Square Footage of Building, Wall or Window Face:

Percent of Building, Wall or Window Face Occupied by Sign Area:

Is Sign Illuminated:

Height of Sign (including structure):

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Applicant Affidavit

I certify that the foregoing and following information in this application is true and accurate to the best of my knowledge and belief.

Date: Signature:

Print Name and Title:

Property Owner Affidavit

I certify that I am presently the legal owner of the above-described property. Further, I acknowledge the filing of this application and certify that all of the above information is true and correct.

Date: Signature:

Print Name and Title:

Submittal Requirements

    A. Completed Application

    B. Three (3) copies of the Site Plan, fully dimensioned drawing showing:
- All buildings, property lines and easements
- All Parking Spaces, driveways and drive aisles
- All landscaped areas, walls and fences
- Location of signs (existing and proposed)
- Public improvements to the street centerline
- Site address, assessor's parcel number and zoning
- Property owner name and address
- Applicant name and address
- Number of lots and their sizes
- North arrow, graphic and numeric scales

    C. Three (3) copies of the sign elevations, scaled and dimensioned drawings of each side of each sign (including structure). Specify colors, letter style, background, materials and dimension to the highest point.

    D. Three (3) copies of building elevations (for wall signs only), scaled and dimensioned, for each building elevation where such a sign is attached, sign installation methods.

    E. Three (3) copies of a landscape plan (for monument and freeway signs only), fully dimensioned drawing showing required planter area, plant material, common and botanical names, quantities, sizes, and irrigation system.

    F. Three (3) copies of an electrical plan (if illuminated), fully dimensioned drawing showing electrical service information, diagram, load calculations and lighting information.

    G. Letter of intent

    H. Application Fee(s)