



City of Temple City

# SIGN PERMIT APPLICATION

SUBMITTAL CHECKLIST

## ITEMS REQUIRED FOR ALL APPLICATIONS

This checklist will be used by staff to determine if an application contains the appropriate requirements to begin the application process. All items listed below must be included for all applications. Certain types of application might require additional items, as specified on supplemental application forms. If any items are not included the project will not be accepted for submittal. This checklist does not determine a project complete for purposes of the Permit Streamlining Act.

- Completed *Sign Permit Application*.
- Applicable Filing Fees – Permanent Sign (\$85), Temporary Sign (\$33)
- Complete sets of plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Provide required number of copies of the following plans in the required sizes:

Plans	Letter Size (8.5" x 11")	Tabloid (11" x 17")	Digital
Site Plan (Existing and Proposed)	2		
Elevations (All Sides, Existing and Proposed)	2		

- One color and materials samples mounted on an 8½"X11" board. (if applicable)
- Pictures of the site and surrounding area. 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,
- Grant Deed or Lease Agreement.





City of Temple City

# SIGN PERMIT APPLICATION

APPLICATION

## PROJECT ADDRESS:

\_\_\_\_\_

## PERMIT REQUESTED (PLEASE CHECK ALL APPLICABLE BOXES)

Permanent Signs:

Individual Letters

Wall

Projecting

Can/Box

Illuminated Channel Letters

Pole

Monument

Other: \_\_\_\_\_

Temporary Signs:

A-Frame

Banner

Other: \_\_\_\_\_

## TEMPORARY SIGN INFORMATION

Size of temporary sign (square feet) \_\_\_\_\_

Width of tenant space sign is being placed on: \_\_\_\_\_

## PERMENANT SIGN INFORMATION

Location and Size of Sign. Please provide the area and dimensions of each proposed sign.

Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

Color of Sign:

Background: \_\_\_\_\_ Letters: \_\_\_\_\_

Illumination

Will the sign be illuminated?  No  Yes, it will be internally illuminated  Yes, it will be externally illuminated

## OWNER / APPLICANT INFORMATION

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

– Over –

9701 LAS TUNAS DRIVE, TEMPLE CITY, CA 91780

T: 626.285.2171

F: 626.285.8192

WWW.TEMPLECITY.US

Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Cell / Other Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Project Architect       Project Engineer       Other

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.

**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 Temple City permission to reproduce submitted materials, including but not limited to, plans, exhibits, and photographs, for distribution to staff, Commission, 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 Temple City's web site and cable channel, 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: \_\_\_\_\_

