



**CITY OF MURRIETA**

PLANNING DEPARTMENT  
 24601 JEFFERSON AVENUE  
 MURRIETA, CA 92562  
 (951) 304-CITY / FAX: (951) 698-3416

**FOR INTERNAL USE ONLY**

Date Submitted
Fee
Receipt #
Related Case Files
Reviewed by
Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Date

**SIGN APPLICATION**

*Please fill in the shaded areas*

**APPLICANT/CONTACT PERSON**

Name (print): \_\_\_\_\_  
 Address/Ste #: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**PROPERTY OWNER/MANAGEMENT (If multiple owners, attach additional sheets as necessary)**

Name (print): \_\_\_\_\_  
 Address/Ste #: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Signature: \_\_\_\_\_

(Signature authorizes Applicant to submit Application)

**IMPORTANT: I certify under penalty of perjury that all of the foregoing information is true and correct, and recognize that any false or misleading information shall be grounds for denying or revoking this application.**

**SITE INFORMATION**

Business Name: \_\_\_\_\_  
 Full Address: \_\_\_\_\_  
 Business Phone: \_\_\_\_\_  
 APN: \_\_\_\_\_  
 Center Name: \_\_\_\_\_  
 Zoning: \_\_\_\_\_  
 Overlay: \_\_\_\_\_  
 Area of Suite/Bldg: \_\_\_\_\_  
 Store Front Width: \_\_\_\_\_ ft  
 Store Front Height: \_\_\_\_\_ ft

Is there a Comprehensive Sign Program for this address?  
 \_\_\_\_\_  
 Are there any existing signs that will remain?   
 If YES, indicate the number type, and area below:

Wall Sign:	Number	_____
	Total Area	_____
Freestanding:	Number	_____
	Total Area	_____
Other:	Number	_____
	Total Area	_____

**SIGN REQUEST (Identify Type of Sign Proposed)**

Wall Sign(s):   
 # of signs: \_\_\_\_\_  
 Area (SF): \_\_\_\_\_  
 Sign 1: \_\_\_\_\_  
 Sign 2: \_\_\_\_\_  
 Internally Illuminated:   
 Externally Illuminated:   
 No lighting proposed:

Freestanding Sign(s):   
 # of signs: \_\_\_\_\_  
 Area (SF): \_\_\_\_\_  
 Sign 1: \_\_\_\_\_  
 Sign 2: \_\_\_\_\_  
 Internally Illuminated:   
 Externally Illuminated:   
 No lighting proposed:

Other Sign(s):   
 # of signs: \_\_\_\_\_  
 Area (SF): \_\_\_\_\_  
 Sign 1: \_\_\_\_\_  
 Sign 2: \_\_\_\_\_  
 Reface Existing Sign(s):  
 \_\_\_\_\_  
 \_\_\_\_\_

**FOR CITY STAFF USE ONLY BELOW THIS LINE**

<b>Wall Signs</b>	SF
Building/Suite Size:	_____ SF
Permitted Sign Area:	_____ SF
Area of existing & proposed signs:	_____ SF
Allowable sign area remaining:	_____ SF
Conditions/Comments:	_____ SF

<b>Freestanding Signs</b>	SF
Lot/Center Size:	_____ SF
Number of street Frontages:	_____ SF
Permitted Sign Area:	_____ SF
Area of existing & proposed signs:	_____ SF
	_____ SF



### **Sign Permit Submittal Requirements**

A sign permit from the Planning Department is required prior to the placing, erecting, moving, reconstructing, or replacing (including sign copy) any sign in the city unless expressly exempted by Section 16.38.50 A-C. One or more signs may be approved per sign permit. Signs requiring a permit shall comply with the provisions of Section 16.38 of the Development Code and all other applicable laws. Signs may require building permits in addition to sign permits, as determined by the Building Official.

Prior to submittal of a Sign Permit application, a pre-application meeting with a member of the Planning Department staff is advised to answer any questions and to ensure that the application is completed as required. Appointment for a pre-application meeting can be scheduled by contacting the Planning Department at (951) 461-6061.

#### **Submittal Requirements:**

1. Completed and signed sign permit application form.
2. Sign Permit Fee
3. Four (4) copies each of: (one copy of the proposed sign in color shall be signed by the landlord. Please note that we will not accept faxes or letters.
  - a. Site Plan
  - b. Building Elevation Plans
  - c. Detailed Sign Plans

#### **Site Plan:**

1. North arrow and graphic scale.
2. Exterior boundaries of the subject property, dimensions and adjacent streets.
3. All structures, parking areas, driveways, and landscape planters.
4. Location of proposed signs and their relation to adjacent buildings, structures, topography and property lines. (If proposing a freestanding sign, then the future ultimate right-of-way must be indicated.)
5. For freestanding signs only - Location of existing freestanding signs on subject property and adjacent properties and dimensions between signs.
6. For freestanding signs only-Location of closest monument sign.

**Building Elevation Plans:**

1. Location of proposed sign (s) on building with dimensions of remaining wall area above, below, and to the sides of the sign.
2. Height of building wall, length of tenant leased space or building wall where sign is proposed. (Requirements may vary based on requirement of Sign Program or Development Code.)
3. Sign dimensions, including letter height, sign length, width, design, and copy.
4. Lighting details and specifications to verify conformance with Section 16.18.100 of the Development Code (Lighting).

**Detailed Sign Plans:**

1. Sign dimensions, including letter height, sign length and width, design and copy.
2. The design, dimensions, colors, materials, copy, and type of lighting proposed.
3. Lighting details and specifications to verify conformance with Development Code Section 16.38. If sign is non-illuminated, please indicate.
4. For freeway-oriented signs: cross section of the development site and freeway right-of-way which indicates the height relationship between the proposed sign and the freeway travel lane.
5. Photographs of any existing signs on the building and any signs on adjacent lease spaces.

**Procedure:**

Sign permit applications shall be submitted to the Planning Department for review to determine conformance with Section 16.38 of the Development Code, the Sign Guidelines, and other applicable ordinances, overlay zones, and policies of the City of Murrieta or comprehensive sign programs. Signs are typically processed and approved, conditionally approved, or denied within five (5) working days from the date of determination of a complete application.