



# CITY OF MURRIETA

Planning Department

1 Town Square

Murrieta, CA 92562

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## Application for Sign Program

For Planning Office Use Only

Case Number: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Received by: \_\_\_\_\_

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### PROJECT INFORMATION

#### PROJECT DESCRIPTION

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Project Name/Name of Center: \_\_\_\_\_

Related cases filed in conjunction with this request (Is this part of a larger project?): \_\_\_\_\_

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### PROPERTY INFORMATION

Assessor's Parcel Number(s): \_\_\_\_\_

Approximate Gross Acreage/Net Acreage: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Property Address: \_\_\_\_\_

### APPLICANT/PROJECT MANAGER/OWNER INFORMATION

PLEASE INDICATE WHICH OF FOLLOWING WILL FUNCTION AS THE CONTACT PERSON FOR THIS PROCESS (SELECT ONLY **ONE**): Applicant/Developer  Project Manager  Property Owner

#### APPLICANT/DEVELOPER

Contact Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Company Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street

City

State

ZIP

Daytime Phone No: ( ) \_\_\_\_\_ Fax No.: ( ) \_\_\_\_\_

**PROJECT MANAGER** (Representative for Developer)

**Contact Name:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_ Street

\_\_\_\_\_  
City State ZIP

Daytime Phone No: ( ) \_\_\_\_\_ Fax No: ( ) \_\_\_\_\_

**PROPERTY OWNER**

**Name:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_ Street

\_\_\_\_\_  
City State ZIP

Daytime Phone No: ( ) \_\_\_\_\_ Fax No: ( ) \_\_\_\_\_

If the property is owned by more than one person, attach a separate page that references the application case number and lists the names, mailing addresses, and phone numbers of all persons having an interest in the real property or properties involved in this application.

**OWNER CERTIFICATION**

I CERTIFY UNDER THE PENALTY OF THE LAWS OF THE STATE OF CALIFORNIA THAT I AM THE PROPERTY OWNER OF THE PROPERTY THAT IS THE SUBJECT MATTER OF THIS APPLICATION AND I AM AUTHORIZING AND DO HEREBY CONSENT TO THE FILING OF THIS APPLICATION AND ACKNOWLEDGE THAT THE FINAL APPROVAL BY THE CITY OF MURRIETA, IF ANY, MAY RESULT IN RESTRICTIONS, LIMITATIONS AND CONSTRUCTION OBLIGATIONS BEING IMPOSED ON THIS REAL PROPERTY.

All signatures must be originals (“wet-signed”). Photocopies of signatures are **not** acceptable.

\_\_\_\_\_  
PRINTED NAME OF OWNER

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
PRINTED NAME OF OWNER

\_\_\_\_\_  
SIGNATURE OF OWNER

Written authorization from the legal property owner is required. An authorized agent for the owner must attach a notarized letter of authorization from the legal property owner.

If the property is owned by more than one person, attach a separate page that references the application case number and lists the names, mailing addresses, and phone numbers of all persons having an interest in the real property or properties involved in this application.

See attached sheet(s) for other property owner’s signatures.

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Sign Program application. Your cooperation with these instructions will insure that your application can be processed in the most expeditious manner possible.

**THE SIGN PROGRAM FILING PACKAGE MUST CONSIST OF THE FOLLOWING:**

**INITIAL SUBMITTAL:**

1. One complete and signed application form.
2. The appropriate deposit fee for the application type or types. To view the Fee Schedule, go to <http://www.murrieta.org/civica/filebank/blobdload.asp?BlobID=2804>
3. Three (3) 11"x 17" copies of the following exhibits. The exhibit must include the information described in the "Sign Program Matrix" section of this application.
  - a. Cover Sheet
  - b. Site plan
  - c. Colorized Building Elevations
  - d. Colorized Free-Standing Sign Elevations
  - e. Color and Material Schedule for all proposed signs
  - f. Sign Guidelines

All exhibits must be folded no larger than 8 ½" x 11."

## SIGN PROGRAM MATRIX

The following table lists the minimum information required on the exhibits. IF ANY REQUIRED INFORMATION IS NOT APPLICABLE TO A SPECIFIC PROJECT, A SIGNED LETTER SHALL BE PROVIDED EXPLAINING WHY THE INFORMATION IS NOT NECESSARY. All exhibits must be clearly drawn and legible.

**Note:** Additional information may be required during review of the application, including information not specifically required by this checklist.

<b>COVER SHEET:</b>
1. Project title as follows, "Sign Program for (insert project name)"
2. Applicant name, address and phone number
3. Landlord/property owner name, address and phone number
4. Name, address and phone number of the person who prepared the plans
5. Project address
6. Table of Contents for attached plan sheets and sign program text
7. A listing of the original project approval conditions
<b>SITE PLAN:</b>
1. The site plan shall be drawn to a scale not to exceed 1 inch = 40 feet
2. The site plan shall be fully dimensioned, and include a graphic scale and north arrow
3. The site plan shall show the locations of all existing and proposed buildings, paved surfaces, walls & fences, curbs and sidewalks and landscaped areas
4. Show vehicle sight lines for freestanding signs, and the distance between freestanding signs along the street(s)
<b>COLORIZED BUILDING ELEVATIONS:</b>
1. Elevations shall be drawn to a scale of not less than 1/4" = 1 foot
2. All elevations shall be fully dimensioned (both horizontal and vertical)
3. Elevations shall show the proposed locations of all wall and window signs to be located on the buildings
4. The elevations shall provide both front and side views of the sign details, including colors, materials and method of illumination
<b>COLORIZED FREE-STANDING SIGN ELEVATIONS:</b>
1. Sign elevations shall be drawn to a scale of not less than 3/16" = 1 foot
2. All elevations shall be fully dimensioned (both horizontal and vertical)
3. Elevations shall show the proposed locations of all wall and window signs to be located on the buildings
4. The elevations shall provide both front and side views of the sign details, including colors, materials and method of illumination
<b>COLOR AND MATERIAL SCHEDULE:</b>
1. Provide small samples or photographs of all sign colors, including letter faces, trim, surrounds and background colors
2. Include manufacturers name and paint color identification number
3. Provide small samples or photographs of the exterior materials of the freestanding sign(s). Samples to be accompanied with the product and manufacturer names.

<b>SIGN GUIDELINES:</b>
1. Sign types allowed
2. Required signs
3. Prohibited signs
4. Maximum sign heights
5. Maximum sign area(s)
6. Maximum sign length(s)
7. Required letter styles
8. Required sign colors
9. Required sign shape
10. Required sign materials
11. Required sign lighting
12. Maximum quantity of signs
13. Statement that the intent of the sign program is to have signs enhance the development, architecture and surrounding land uses.
14. Statement of how the incorporation of several common design elements (such as materials, letter style, colors, illumination, sign type and/or sign shape ) is needed to achieve the intent of the sign program
15. Make accommodations for future sign program revisions that may be necessary due to changes in building tenants.
16. Explain that the approval of both the City and center management is required before any sign installation.

Additional copies of this application may be obtained from the Community Development Department's Web Page at <http://www.murrieta.org/cityhall>