



City of Loma Linda Community Development Department

25541 Barton Road, Loma Linda, CA 92354 ☎ (909)799-2830 📠 (909) 799-2891

SIGN PERMIT APPLICATION

APPLICATION TYPE AND FEE:	
<input type="checkbox"/> Sign Permit Review: \$315	<input type="checkbox"/> Master/Comprehensive Sign Program: \$2,835
<input type="checkbox"/> Temporary Sign Permit: \$100	
FOR OFFICE USE ONLY	
Date Filed: _____	Project Case #: _____

A sign permit be obtained from the Community Development Department and Building and Safety Division prior to placing, erecting, reerecting, moving, reconstructing, altering, maintaining, or displaying of any sign unless specifically exempt from such permit. The application must be submitted along with a plot plan and sign plan. Sign requirements are found in Title 17 Zoning, Chapter 17.18 "Signs" of the Loma Linda Municipal Code. Contact Planning staff for further instructions if needed.

SECTION I – CONTACT INFORMATION

Applicant/Primary Contact's Name: _____

Address: _____ City: _____ State & Zip: _____

Phone: _____ Email: _____

Property Owner's Name: _____

Owner's Mailing Address: _____

Owner's Phone: _____ Email: _____

Contractor's Name: _____ License #: _____

Address: _____ Zip: _____ City Business License #: _____

Phone: _____ Email: _____

SECTION 2 – PROJECT DETAILS

Project Address: _____

Assessor's Parcel Number (APN): _____ - _____ - _____

Description of Project (include name on sign, location of sign, materials used, etc.): _____

Location of sign(s) on property:

Front of: Bldg. Lot Rear of: Bldg. Lot Side of: Bldg. Lot

Other: _____

Land Use Designation/Zoning District: _____

Setbacks from Sign to Property Line: Front yard: _____ Rear Yard: _____ Side Yards: _____

Sign Dimensions: Area: _____ Height: _____ Width: _____ Clearance Above Ground Level: _____

Type of Construction: New Repair Replacement Temporary Metal Wood Electric

Other: _____

Type of Letters: Plain Reflected Electric Illuminated Illuminated Gas/Type neon

Sign Color is: _____

Will any existing sign(s) be altered in terms of location, height, or size (If yes, explain)?

List all proposed signs below, whether painted, plastic, metal, permanent or temporary, illuminated or non-illuminated.

Type of Sign*	Copy (Text of the sign)	Type of Lighting**

*Freeway gateway, projecting, wall, or painted, monument, window, etc.

**Internal, external, illumination, or non-illuminated, etc.

Use additional sheets if necessary.

Will any sign protrude beyond the property line (If yes, where and by how much)?

When two (2) or more uses or occupancies are located on a single lot or parcel each occupant shall be allocated a proportionate share of the total permitted sign area as determined by the following formula:

$$\frac{\text{Area per Individual Occupancy}}{\text{Total front footage of combined occupancy (Total building width)}} = \frac{\text{Frontage footage of Individual occupancy} \times \text{Total width of parcel}}{\text{Total front footage of combined occupancy (Total building width)}}$$

(When single (1) building is located on lot: Sign Area = 1 square foot for every linear foot of lot frontage.)

SECTION 3 – SUPPLEMENTAL REQUIREMENTS

Plot Plan/Sign Plans/Elevations for Planning: Submit 3 copies of the plot plan, sign plan and elevations with the following information:

1. Indicate sign location, height and total area size, as well as the proposed colors, type, and style of the sign. Dimensions must be shown.
2. Show the elevation above final grade level, the method of illumination and materials for the proposed sign.
3. Indicate all existing signs on site or on the building at the time of making such application. Build frontage dimensions required for most signs.

Building Permit Plans: Most signs require a separate building permit. The permit may require other information such as structural details and calculations that the Community Development Department and Building Division may deem reasonable and necessary to insure safety of construction and compliance with the intent of the Building Code. For questions about these requirements, call the Building & Safety Division at 909-799-2836.

Licensed contractor: The person erecting the sign must be a licensed contractor and provide proof of other licenses and insurance required to obtain a building permit.

Illustration: If applicable, submit photos or an illustration of all existing signs as well as the location where the sign is proposed to be located.

Comprehensive Sign Programs: If submitting a Comprehensive Sign Program, the application will require additional documents such as mailing labels of surrounding property owners, an agent authorization form, and more. Details found in Chapter 17.18 "Signs" of the LLMC. Please contact the planner for a list of requirements prior to submitting application.

NOTE: Approval of new signs require that all existing signs conform or be in conformance with the current sign ordinance or applicable master sign program. Sign requirements and standards for all zones are found in Title 17 Zoning, Chapter 17.18 "Signs" of the Loma Linda Municipal Code. <http://qcode.us/codes/lomalinda/>

SECTION 4 – APPLICANT AND OWNER’S SIGNATURE

I fully understand the requirements for a sign permit application. Further, I understand that following Planning approval, other fees or approvals might be required from other departments.

Print Name (Applicant)	Signature	Date
Printed Name of Owner or Property Manager	Signature	Date

SECTION 5 - *APPROVALS – TO BE COMPLETED BY CITY*

- Construction permits required (need Building and Safety Division’s approval).
- Encroachment Permit required (need Public Works Department’s approval).
- No construction permits required, only Planning’s approval.
- Comprehensive Sign Program (Public hearing and Planning Commission, or City Council, approval required).

	<u>APPROVAL</u>	<u>DATE</u>
1. Planning Division 909-799-2830		
2. Building and Safety Division 909-799-2836/office hours: 8-10am <i>(if building permit is required)</i>		
3. Public Works Department 909-799-4410 <i>(if encroachment permit is required)</i>		
4. Public Hearing Action <i>(for Comp. Sign Programs only)</i>		

Remarks: _____
