



Community Development Department • 69-825 Highway 111 • Rancho Mirage, CA 92270

Phone: 760-328-2266 • Fax: 760-324-9851

SIGN PERMIT APPLICATION

APPLICANT:

Phone: _____
Mailing Address: _____ Fax: _____
City: _____ State: _____ Zip: _____ Email: _____

LEGAL OWNER:

Phone: _____
Mailing Address: _____ Fax: _____
City: _____ State: _____ Zip: _____ Email: _____

REPRESENTATIVE/CONTACT PERSON:

Phone: _____
Mailing Address: _____ Fax: _____
City: _____ State: _____ Zip: _____ Email: _____

Please send correspondence to (check one) Applicant Property Owner Representative/Contact

BUSINESS LICENSE NUMBER (Required) _____
License Number Expiration Date

Name of Building Complex _____
Name of Business: _____
Project Address: _____
Assessor's Parcel Number(s) _____

Proposed Sign Type(s): Wall Sign(s) Monument/freestanding Sign
Existing Sign Program Yes No – Existing Sign Program Case No. _____

Brief Project Summary: _____

A COMPLETE WRITTEN PROJECT DESCRIPTION MUST ALSO BE ATTACHED

Any false or misleading information shall be grounds for denial
If Not Legal Owner, Notarized Authorization From Owner of Record Must Be Attached.

Wet Ink Signature _____ Print Name _____ Date _____

OFFICE USE ONLY

CASE NUMBER: **SIG** _____ RELATED CASE NUMBER: _____
FILING FEE: \$ _____ RECEIPT NUMBER: _____ CHECK NUMBER: _____
DATED SUBMITTED: _____ SUBMITTED TO: _____

Sign Permit Application

I. SUBMITTAL REQUIREMENTS

1. Application form completely filled out with all required signatures.
2. Application fees.
3. Three (3) colored, fully dimensioned set of the proposed sign plans that include the following:
 - A. Dimensioned drawings illustrating proposed sign/awning on building elevations
 - B. Sign Face - The height, width and total square footage of the proposed sign. (Not including framework, bracing or foundation).
 - C. Overall Sign - The height, width and total square footage of proposed sign. (Including framework, bracing and foundation).
 - D. Location of signs on plot plan and/or building with vicinity map
 - E. Sign/Letter Size and Font/Style
 - F. Installation details
 - G. Illumination method (channel letter, reverse channel) including electrical details.
 - H. Materials board or sign sample that accurately represents the proposed colors, style, and materials.
4. Other requirements deemed necessary by City staff. Please note additional information may be needed necessary after review of the application by staff.

Applications will not be accepted by mail, email or facsimile. All applications shall be submitted in person.

II. PROCEDURES

1. Submit a complete application with all required signatures, application fees, and submittal requirements noted above.
2. Staff Review – Staff will review the application and determine if it is complete. Additional information, which will provide the information necessary for staff to understand the application may be required. **The application cannot be processed until all required submittal items are received.** Signs submitted for staff review may be approved at the counter or may take two to three days to review and approve.
3. Planning Commission Review - If the individual signs are not part of an approved sign program and exceeds thirty (30) square feet in area the Planning Commission will review the proposed signage. There are additional submittal requirements for this review process that includes but is not limited to fifteen (15) sets of 11” x 17” colored exhibit booklets.

**FOR SIGNS THAT ARE REQUIRED TO GO BEFORE THE PLANNING COMMISSION
THE FOLLOWING FINDINGS NEED TO BE MET. (SECTION 17.28.050)**

- A. The sign is one allowed within the subject zoning district and complies with all of the applicable provisions of this title;
- B. The sign is restrained in size and design and, as an identification device, does not excessively compete for the public's attention and is the minimum amount of signage necessary to achieve the purposes of this chapter;
- C. The sign color, height, materials, placement, shape, size, and texture are harmonious with the design of the structure, property, and neighborhood of which it is a part;
- D. The signs illumination is at the lowest possible intensity, which ensures adequate identification and readability, and is directed solely at the sign or is internal to it; and
- E. The sign is not detrimental to the public interest, health, safety, or welfare.

Any determination or action taken by the staff to approve or disapprove an application may be appealed to the Director of Community Development by the applicant, Rancho Mirage citizen, or any person having an interest. Appeals must be filed with the City Clerk on an application form with the appeal-filing fee within ten (10) days of the date of the approval or denial of the application.