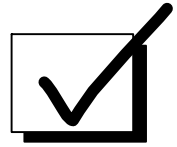


City of Rancho Cucamonga  
 Planning Department  
 (909) 477-2750

## CHECKLIST FOR A SIGN PERMIT



**PURPOSE:** A sign permit may be granted by the Planning Director or his designee in accordance with the criteria and standards established by the Sign Ordinance and/or an approved Uniform Sign Program.

### SECTION 1: Filing Requirements

- 1. Sign Permit Application signed by property owner.
- 2. Three sets of the sign plans (see Section 3) to be reviewed by staff for completeness and accuracy. One set of the sign plans shall be to the size of 8 1/2 x 11 inches and colored to resemble the proposed colors of the sign.
- 3. Filing fees.

### SECTION 2: Filing Fees

- Sign Permit..... See current fee list.  
 The fee is required regardless if the proposed sign is within an approved Uniform Sign Program. Pertinent fees from the Building and Safety Department are required.

### SECTION 3: Contents of Sign(s) Package

The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process.

- A. Building Wall Signs:
  - 1. Detailed Site Plan shall include the following:
    - Project site area including property lines.
    - All site improvements including, but not limited to, buildings, parking areas, driveways, etc.
    - Shade the building where the proposed building signs are to be located.
  - 2. Building Elevations:
    - Accurate building elevations showing building face with dimensions.
    - Exact location and placement of the proposed signs.
  - 3. Detailed Elevations of Signs:
    - Dimensions of proposed signs
    - Depth of signs (thickness)
    - Letter style, size, materials, and colors of sign copy
    - Method of illumination

B. Monument Sign:

1. *Detailed Site Plan shall include the following:*

*Project site area including property lines.*

*All site improvements including, but not limited to, buildings, parking areas, driveways, etc.*

*Public street frontages and improvements.*

*Proposed landscaping and irrigation system around the monument sign.*

2. *Detailed Elevations of monument sign:*

*Dimensions of the proposed sign and the base.*

*Depth of signs (cross sections).*

*Letter style, size, materials, and colors of sign copy and the background.*

*Full base description including materials, colors, and height.*

*Landscape materials around the base of the sign.*

*Method of illumination.*