



# CITY OF ESCALON

DEVELOPMENT SERVICES

2060 McHenry Avenue ▪ Escalon, California 95320 ▪ Office 209.691.7430 Fax 209.691.7439

## SIGN PERMIT APPLICATION

**Project Number(s) as assigned by staff:** \_\_\_\_\_

I am submitting this application for the following sign approvals (Check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Face or attached sign on building              | <input type="checkbox"/> Subdivision            |
| <input type="checkbox"/> Freestanding Sign (7' high or greater)         | <input type="checkbox"/> Special Event          |
| <input type="checkbox"/> Ground Sign (Less than 7' Tall)                | <input type="checkbox"/> Sign Program           |
| <input type="checkbox"/> On-Site Directional                            | <input type="checkbox"/> Other (describe below) |
| <input type="checkbox"/> Off-Site Directional General Plan Modification |   |

### What types of signs need a permit?

All signs require a permit prior to installation except political signs, signs for the sale or lease of the property on which the sign is erected, governmental flags, memorial signs or tablets, governmental signs, window signs, temporary noncommercial signs less than 5 feet in size, open house signs and holiday decorations. A sign permit is not required for garage sales, but any garage sale signs must be posted on site (signs are not permitted on telephone and streetlight poles). Additional information on sign requirements is located in Chapter 17.42 of the Zoning Ordinance. Copies of this chapter are available at the public service counter in the Development Services Department.

Most sign permits applications can be approved by the City Planner. The approximate processing time for such permits is approximately five (5) working days from the date the application is deemed complete by the City Planner.

### Please complete the following general information:

- Property Address or General Location if no Address:

\_\_\_\_\_

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

- Name of Property Owner: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(For additional names, add on separate sheet)

---

*"Taking Pride in Our Community Through Quality Customer Service"*

- Name of Applicant: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
(For additional names, add on separate sheet)
- Other persons to be placed on distribution list should be listed on a separate sheet.

**Property Information:**

- Gross Property Area (acres or square feet): \_\_\_\_\_
- Zoning Designation: \_\_\_\_\_
- Existing/ Last Use of Property: \_\_\_\_\_

**Sign Information:** On a separate sheet of paper, provide the following information:

1. Provide a sketch of the property showing the following information
  - a. All property lines and adjacent streets.
  - b. Location of all structures and the length of each wall.
  - c. Indicate the location of all existing and proposed signs.
  - d. Location of all driveways and parking spaces.
2. For directional signs, show on attached plan or diagram the location of off-street parking and loading spaces, including major points of entry and exit for motor vehicles, where on-site directional signs are proposed.
3. For all signs, indicate the location of all existing and proposed signs on the site. Photographs may be used to illustrate this information.
4. On a scale drawing, show the size, height, dimensions, and content of the proposed sign and/or sign structure, also indicating the colors and materials.
5. Show the size of all other existing signs on the property to remain.
6. Submit any other information that may assist the City in approving your application.

**What do I need to submit an application package?**

The following is a list of items you will need to submit for a sign permit:

1. This application
2. The information required under "Sign Information" listed above.

3. Filing Fee: Once the sign is erected, no renewal permit is required unless the sign is modified.

**Recognition, Agreement and Consent:**

I, \_\_\_\_\_, hereby certify that I am the applicant in the foregoing application, that I have read the foregoing application and know the content thereof and sate that the same is true and correct to the best of my knowledge.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Printed Name

I, \_\_\_\_\_, hereby certify that I am the owner (if other than the applicant) of real property involved with this application, do hereby consent to the filing of this application. ( attach separate sheets if multiple property owners).

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Owner Printed Name