



**CITY OF PALM DESERT  
SIGN APPLICATION**

**I. SUBMITTAL REQUIREMENTS:**

1. Complete the Sign Application, with all required signatures.
2. Application Fees: Temporary Banner \$35  
Over the Counter Approval \$98  
Architectural Review Commission Approval \$393
3. As described in the application, submit all required exhibits.

**II. PROCEDURE:** The most expedited way to submit plans is electronically to <http://cpdftp.org/filedrop/PermitCenter> or visit [www.pdpermits.com](http://www.pdpermits.com) for a direct link. If submitting paper plans, the following must be provided:

1. Submit a completed application, with all sets of required plans and appropriate fee to the Department of Development Services for staff review.
  - **Architectural Review:** Applicant must submit sign programs, sign plans, and awning plans two (2) weeks before the next scheduled Architectural Review Commission meeting (held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month). There is a **15-day appeal** period from the day of a decision taken by the Architectural Review Commission. If appealed, City staff will schedule the case for City Council review within 40 days of the appeal.
  - **Staff Review:** Signs submitted for staff review may be approved at the counter or take two to three (2-3) days to review.
  - **Banner Review:** Banners submitted for staff review are typically approved at the counter.

**III. APPLICATION CHECKLIST:**

**APPLICATIONS WILL BE REJECTED IF ANY APPLICABLE EXHIBITS ARE NOT RECEIVED.**

**A. ARCHITECTURAL REVIEW COMMISSION SUBMITTAL REQUIREMENTS:**

The following plans and exhibits are required for architectural:

**15** 11"x17" complete set of plans

Each set of plans should include the following:

Dimensioned drawings illustrating the proposed sign or awning on the building elevations  
Ratio of signage area to building or unit frontage  
Location of signs on plot plan and/or building with vicinity map  
Sign and letter size, and font and style  
Installation details  
Illumination method (channel letter, reverse channel, etc.)

- 1** CD-ROM or USB flash drive with all documents/plans in digital format (PDF)
- 1** Color and material samples

**B. STAFF REVIEW SUBMITTAL REQUIREMENTS:**

- 3** Sets of complete drawings.

Each set of plans should include the following:

Dimensional drawings illustrating the proposed sign or awning on the building elevations  
Ratio of signage area to building or unit frontage  
Location of signs on plot plan and/or building with vicinity map  
Sign and letter size, and font and style

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Installation details  
Illumination method (channel letter, reverse channel, etc.)

- 1 Color and material samples

**C. BANNER REVIEW SUBMITTAL REQUIREMENTS:**

- 2 Copies of the following:

Site plan showing the location of the banner  
Drawing illustrating size of the banner (3' x 10' maximum), color, and lettering

**IV. EXHIBIT REQUIREMENTS CHECKLIST:**

**APPLICATIONS MAY BE REJECTED IF NOT ALL PLANS INCLUDE AT LEAST THE FOLLOWING INFORMATION:**

Photo of buildings  
Scale used  
Dimensions and sign area  
All graphic and lettering to appear on the sign  
Style of lettering and width of strokes  
Proposed method of illumination (if appropriate)  
Brightness of illuminated signs, expressed in the number of foot-candles at 10 feet (person building the sign should calculate)  
Method of attachment to structure, or support if placed on the ground  
Proposed colors and materials  
Proposed location  
Illustration of sign integration in architectural design  
Demonstrate compatibility of sign with other existing and proposed signs