

CITY OF PALM DESERT DEPARTMENT OF DEVELOPMENT SERVICES

73510 Fred Waring Drive, Palm Desert, California 92260
Phone (760) 776-6435 • Fax (760) 776-6392 • permitcenter@cityofpalmdesert.org

SIGN APPLICATION

Applicant Name:					
				Phone:	
Mailing Address:				Fax:	
City:	State:	Zip:	Email:		
Property Owner Name:					
				Phone:	
Mailing Address:				Fax:	
City:	State:	Zip:	Email:		
Representative:				Dhana	
				Phone: Fax:	
Please Send Correspond					
Property Address(es): _					
	General Plan Designation:				
Proposed Sign Type(s):	Sign Program for Bui	lding(s)		Temporary Banner	
Proposed Number of Sig	gns: Proposed	d Illuminatio	n:		
Property Owner Authori give authorization for the		states that t	hey are the owner	r(s) of the property described and herein	
Print Name:	s	Signature:		Date:	
				the information provided is accurate. I quire conditions of approval.	
Print Name:	s	Signature:		Date:	
	OF	FICE US	E ONLY		
Project No: SA		Date Received:			
		Case Planner:			

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 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 2nd and 4th 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

CITY OF PALM DESERT SIGN APPLICATION

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