



CITY OF DANA POINT

COMMUNITY DEVELOPMENT DEPARTMENT
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SIGN PERMIT APPLICATION CHECKLIST

OFFICE USE ONLY:

PLANNER SIGNATURE: _____
DATE: _____

PLANNING DIVISION

SIGN PERMIT APPLICATION CHECKLIST

PLEASE ATTACH THREE (3) COPIES OF FULLY DIMENSIONED PLANS:

1. A SITE PLAN SHOWING THE SIZE AND LOCATION OF THE SIGNAGE IN RELATIONSHIP TO BUILDINGS, LANDSCAPING, EXISTING SIGNS, AND PARKING FACILITIES.
2. A FRONT VIEW OF THE SITE, SHOWING THE SIGNAGE AS IT WILL LOOK FROM A PUBLIC OR PRIVATE RIGHT-OF-WAY ADJACENT TO THE PROPERTY.
3. PLAN SUBMITTAL MUST BE 11"X17"
4. SIGNATURE OF CONTRACTOR/INSTALLER (*IF DIFFERENT FROM APPLICANT*).

BUSINESS NAME:	
PHONE NUMBER:	
SITE ADDRESS:	
SITE APN:	
CONTRACTOR/INSTALLER:	
CONTRACTOR'S LICENSE:	
ADDRESS:	
PHONE:	

DESCRIPTION OF PROPOSED SIGNAGE

(PLEASE ATTACH 11"X17" EXHIBITS SHOWING THE SITE, AND SIGNAGE TO SCALE)

EXISTING (E) OR PROPOSED (P)	NO. OF FACES	MATERIALS	DIMENSIONS	COLORS	SQUARE FOOTAGE	HEIGHT

TOTAL NUMBER OF FACES:	TOTAL SQUARE FOOTAGE:
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LINEAR FEET OF BUILDING FRONTING PUBLIC STREET:	
IS THERE A SIGN PROGRAM?	

I HAVE READ THIS SIGN PERMIT APPLICATION AND ALL INFORMATION IS CORRECT. I AGREE TO COMPLY WITH THE APPLICABLE SIGN PROGRAMS AND ALL CITY POLICIES AND ORDINANCES REGULATING SIGNS. THIS APPLICATION WILL BE VOID IF SIGNS ARE NOT IN PLACE WITHIN 90 DAYS OF PERMIT ISSUANCE.

SIGNATURE OF APPLICATION DATE

SIGNATURE OF CONTRACTOR/INSTALLER DATE
(IF DIFFERENT FROM APPLICANT)

CITY USE ONLY
SITE INFORMATION

ZONING DESIGNATION:	
SPECIAL DESIGN RESTRICTIONS:	
RELATED APPROVALS:	
BUILDING PERMIT REQUIRED: (YES OR NO)	
BUILDING PERMIT NUMBER:	

TOTAL SIGNAGE ALLOWED

	SQ. FT. ALLOWED
	SQ. FT. EXISTING
	SQ. FT. PROPOSED
	SQ. FT.SURPLUS

DATE RECEIVED:	SIGN PERMIT NUMBER:
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PLANNING APPROVAL STAMP:	
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