



CITY OF FOUNTAIN VALLEY SIGN PERMIT APPLICATION

TO BE COMPLETED BY CITY STAFF ONLY

SIGN PERMIT NO.	DATE FILED:
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PLEASE PRINT

ADDRESS/LOCATION	ASSESSOR'S PARCEL NUMBER (APN)	ZONING DISTRICT
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SIGN #1

LOCATION:	TYPE OF MATERIALS:
SIZE:	TYPE OF LIGHTING:
COLOR OF BACKGROUND:	TOTAL SIGN AREA:
COLOR OF LETTERS:	

SIGN #2

LOCATION:	TYPE OF MATERIALS:
SIZE:	TYPE OF LIGHTING:
COLOR OF BACKGROUND:	TOTAL SIGN AREA:
COLOR OF LETTERS:	

* IF MORE THAN TWO (2) SIGNS ATTACH ADDITIONAL SHEETS.

APPLICANT INFORMATION

APPLICANT NAME	ADDRESS		
APPLICANT ADDRESS	CITY	STATE	ZIP CODE
PHONE	EMAIL		

PROPERTY OWNER INFORMATION

PROPERTY OWNER NAME	ADDRESS		
PROPERTY OWNER ADDRESS	CITY	STATE	ZIP CODE
PHONE	EMAIL		

PROPERTY OWNER AUTHORIZATION

I/We am/are the legal owner(s) of said property, have read the foregoing letter of authorization and know the contents thereof, and do hereby certify that the same is true of my/our own knowledge. I/We declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

PROPERTY OWNER NAME (PRINT) _____ PROPERTY OWNER SIGNATURE _____ DATE _____



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GENERAL

- It is recommended that the applicant discuss the proposal with a member of the Planning Department prior to filing. This discussion should cover in detail the applicant's request and the procedural steps required.

WHAT TO FILE

- Application Form:** One (1) copy of the Sign Permit Application shall be properly filled out and signed by the applicant. All applications shall contain the signature of the property owner or a letter signed by the property owner authorizing a third party to present vested interests shall be submitted.
- Site Plan:** Four (4) copies of a fully dimensional site plan, sign elevation plan and color photo simulations shall be submitted with the application. The site plan, sign elevations and color photo simulations shall be legibly drawn to scale on paper no smaller than 8 ½" x 11" or no larger than 11" x 17". Overall signage for either the individual building or commercial/industrial complex shall also be submitted. If larger than 8 ½" x 11", one (1) set of the site and sign elevation plans must be reduced to 8 ½" x 11".
- Optional Data:** Any other data that might be helpful in understanding and evaluating the application, color/material boards, etc.
- Photographs:** One (1) set of color photos of the subject building that indicates the proposed sign location(s).

OTHER INFORMATION

- Processing:** The typical Sign Permit Application can be reviewed and approved by the Planning / Building Director in ten (10) calendar days. Signs that need to be reviewed by the Sign Committee will be reviewed within 45 calendar days. The Sign Committee meets on the 2nd and 4th Wednesday of each month at 6:00 p.m.
- Filing fees:** Filing fee is \$275.00
Sign Committee filing fee is \$955.00 (if applicable)

City of Fountain Valley

Planning Department
10200 Slater Avenue
Fountain Valley, CA 92708
(714) 593-4425
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