



Community Development Department
Planning Division
14177 Frederick Street
P.O. Box 88005
Moreno Valley, CA 92552-0805
(951) 413-3206
Planning@moval.org

SIGN PERMIT APPLICATION

Sign Permit No.:

Application must be complete (all spaces filled in) to be accepted

TYPE OF APPLICATION

One Application Form Required for Each Type of Sign

- | | |
|--|---|
| <input type="checkbox"/> Wall Sign | <input type="checkbox"/> Sign Program |
| <input type="checkbox"/> Monument Sign | <input type="checkbox"/> Sign Program Amendment |
| <input type="checkbox"/> Freeway Sign | <input type="checkbox"/> Other |
- Special Event Sign – Beginning date: _____ Ending Date: _____

APPLICATION INFORMATION

Description of Sign Request:

Name of Business:

Commercial Center Name (if applicable):

Property Address/Location (include suite number):

Assessor's Parcel Number(s):

CONTACT PERSONS

PROPERTY OWNER/LANDLORD

Name: _____ Telephone: () _____
Address: _____ Fax No. () _____
City: _____ State: _____ Zip: _____ E-Mail Address: _____
Contact Person: _____

Property Owner/Landlord Signature: _____ Date: _____

CONTRACTOR/APPLICANT/REPRESENTATIVE

Name: _____ Telephone: () _____
Address: _____ Fax No. () _____
City: _____ State: _____ Zip: _____ E-Mail Address: _____
Contact Person: _____ Date: _____

IMPORTANT: I certify under penalty of perjury that all the foregoing information is true and correct, and recognize that any false or misleading information shall be grounds for denying this application.

Applicant/Representative's Signature: _____ Date: _____

SUBMITTAL REQUIREMENTS

WALL/MONUMENT/FREEWAY SIGNS

If business is located in a commercial center, all signs shall incorporate the architectural elements of the center and/or building and must comply with any applicable Sign Program for the center.

- A. Submit three (3) sets of the proposed wall sign plans, five (5) sets of proposed monument and or freeway pole sign plans.** (Maximum 11"x17") Include the following on the plans:
1. Provide all dimensions of the proposed signs boxed out around all logos and text.
 2. Site plan shall show the proposed location of all sign(s), including property lines and public right-of-way dimensions, and direction of photos on site plan. For monument or freeway signs, a line of sight diagram in accordance with Moreno Valley Public Works Standard (MVSI 164A-C) shall be provided.
 3. Building elevations, their dimensions (height and width) and direction of photographs showing location of all signs, proposed, and existing.
 4. Sign section showing depth of return of the sign and illumination source.
 5. Indicate color and type of materials, including trim cap, return, and monument base. Specify source and intensity (amperage) of illumination for all signs to be directly or indirectly lighted.
 6. Existing and or proposed landscaping at base of monument sign.
 7. Two (2) color renderings of proposed wall, freeway, or monument sign
 8. Property owner or authorized agent signature approval, street address, suite and/or building number. **Applications without written approval will NOT be accepted.**
 9. **A Tenant Improvement and or Certificate of Occupancy permit must be on file with the City to process sign permit applications.**

SPECIAL EVENT SIGNS

- A.** Submit three (3) copies of sign plan. Include the following on the plans:
1. Site plan showing property lines and location of sign(s)
 2. Building elevations showing location of sign(s)
 3. Show all proposed text on signs.
- B.** Property owner or authorized agent signature approval, street address, suite and/or building number. **Applications without written approval will NOT be accepted.**

SIGN PROGRAMS/SIGN PROGRAM AMENDMENTS

- A. SIGN PROGRAMS:** Submit three (3) sets of the proposed Sign Program. The proposed Sign Program shall include: purpose and intent; general sign development standards (include colors, materials and graphics); types of signs permitted (banners, wall, door, monument, for lease, etc.) with size, and construction details; prohibited signs; and property owner or landlord approval process.
- B. SIGN PROGRAM AMENDMENTS:** Submit one (1) copy of the existing Sign Program and three (3) copies of the complete Sign Program with proposed amendments and a letter of intent stating the proposed amendments.

REFER TO THE CITY OF MORENO VALLEY MUNICIPAL CODE SECTION 9.12 FOR SIGN REGULATIONS.