



City of Temple City

SIGN PERMIT APPLICATION

SUBMITTAL CHECKLIST

ITEMS REQUIRED FOR ALL APPLICATIONS

This checklist will be used by staff to determine if an application contains the appropriate requirements to begin the application process. All items listed below must be included for all applications. Certain types of application might require additional items, as specified on supplemental application forms. If any items are not included the project will not be accepted for submittal. This checklist does not determine a project complete for purposes of the Permit Streamlining Act.

- Completed *Sign Permit Application*.
- Applicable Filing Fees – Permanent Sign (\$80), Temporary Sign (\$31)
- Complete sets of plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Provide required number of copies of the following plans in the required sizes:

Plans	Letter Size (8.5" x 11")	Tabloid (11" x 17")	Digital
Site Plan (Existing and Proposed)	2		
Elevations (All Sides, Existing and Proposed)	2		

- One color and materials samples mounted on an 8½"X11" board. (if applicable)
- Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer,
- Grant Deed or Lease Agreement.



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APPLICATION

PROJECT ADDRESS:

PERMIT REQUESTED (PLEASE CHECK ALL APPLICABLE BOXES)

Permanent Signs:

Individual Foam Letters

Wall

Projecting

Can/Box

Illuminated Channel Letters

Pole

Monument

Other: _____

Temporary Signs:

A-Frame

Banner

Other: _____

TEMPORARY SIGN INFORMATION

Size of temporary sign (square feet)

Width of tenant space sign is being placed on:

PERMENANT SIGN INFORMATION

Location and Size of Sign. Please provide the area and dimensions of each proposed sign.

Front: _____ Side: _____ Rear: _____

Color of Sign:

Background: _____ Letters: _____

Illumination

Will the sign be illuminated? No Yes, it will be internally illuminated Yes, it will be externally illuminated

OWNER / APPLICANT INFORMATION

Property Owner:

Address:

City:

_____ State: _____ Zip Code: _____

Phone:

_____ Fax: _____

Cell / Other Phone:

_____ E-mail: _____

Note: Attach additional lists for multiple property owners. If the property owner or applicant is a trust, partnership, corporation or LLC, on a separate sheet, provide a listing of all persons that make-up the trust, partnership, corporation or LLC

– Over –

9701 LAS TUNAS DRIVE, TEMPLE CITY, CA 91780

T: 626.285.2171

F: 626.285.8192

WWW.TEMPLECITY.US

Applicant: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____
Cell / Other Phone: _____ E-mail: _____
 Project Architect Project Engineer Other

Applicant's Representative: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____
Cell / Other Phone: _____ E-mail: _____

Note: Prior to submittal of this application, it is advised that the applicant review the requested proposal with the Planning Division in order to review ordinance requirements and consistency with the General Plan. In completing the application form, please be as accurate and complete as possible.

APPLICANT CERTIFICATION

I hereby certify that the statements furnished in this application and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. In addition, I understand that the filing of this application grants the City of Temple City permission to reproduce submitted materials, including but not limited to, plans, exhibits, and photographs, for distribution to staff, Commission, and City Council Members, and other Agencies in order to process the application, and to make those materials available to the public on the City of Temple City's web site and cable channel, notwithstanding Health & Safety Code § 19851 or any other provision of law. Nothing in this consent, however, shall entitle any person to make use of the intellectual property in plans, exhibits and photographs for any purpose unrelated to the City's consideration of this application.

Signature: _____ Date: _____
Name (*print or type*): _____ Phone: _____

CONSENT BY PROPERTY OWNER

If applicant is other than property owner, owner must sign consenting to filing. Attach additional sheets if necessary. Originals signatures only. Fax copies of owner’s signature will not be accepted.

I/We, as the owner(s) of the subject property, consent to the filing of this application. We further consent and hereby authorize City representative(s) to enter upon my property for the purpose of examining and inspecting the property in preparation of any reports and/or required environmental review for the processing of the application(s) being filed. Attach additional sheets if necessary.

Signature(s)	Name(s) (please print or type)	Date

Note: This application being signed under penalty of perjury and does not require notarization.

FOR OFFICE USE ONLY			
Case Number: _____	Receipt Number: _____		
Review Date: _____	Approval Date: _____		