



APPLICATION FOR PERMANENT SIGN REGISTRATION/PERMIT

Biennial Registration Fee (2 Years)
\$.10 Square Foot/ \$8.00 Minimum

INFORMATION AND PROCEDURES:

All existing and new permanent signs established in conjunction with a commercial, industrial, private institutional, or agricultural business use shall be subject to a biennial sign registration requirement.

Verification of application for sign registration/permit and plot plan approval by the City of Yucaipa Planning Department shall be granted prior to the issuance of any building permit for the installation, wiring, remodeling or reconstruction of any sign or portion thereof.

1. Permanent signs are generally classified into two (2) categories; primary or accessory. A primary sign is a sign, which is allowed only in certain specified Land Use District as an independent use of the property not dependent upon the existence of another structure or use. An accessory sign is a sign, which is allowed only in conjunction with an existing primary use as an accessory use.
2. Signs that are classified as being free-standing signs or monument signs will be required to meet design specifications as required by the City of Yucaipa Development Code, and will require a Land Use Compliance Review application. A freestanding sign is a sign that is attached to a pole or posts.
3. Signs that are classified as being off-site directional signs are prohibited within the City of Yucaipa. There will be, under no circumstances, the granting or the renewal of any permit for a sign. An off-site directional sign is any sign on a different parcel of land that points or directs readers toward the direction of the institution, business, or use that it is intended to serve.

APPLICATION CHECKLIST: All items must be included at the time of filing.

1. Completed sign application form (attached).
2. One copy of sign elevation, and Plot Plan drawn at a suggested engineering scale of 1:20, which adequately illustrates the dimensions and location(s) of sign(s) requiring permits. Plot Plan must clearly indicate that the location of the proposed sign will be a minimum of one foot out of the ultimate-right- of-way of any street frontage.

SIGN REGISTRATION/PERMIT SITE PLAN CHECKLIST

1. A Plot Plan shall consist of one sheet of paper showing the entire land parcel, identifying improvements and existing signs. The Plot Plan must show all distances from property lines, improvements and existing and new signs requiring permits.
 - a. Name, address, and telephone number of Record Owner, Applicant, and person preparing the map.
 - b. Assessor's Parcel Number must be indicated.
 - c. Location, names, and widths of boundary streets and recorded easements on property.
 - d. A front and side elevation of all signs must be shown and dimensioned to scale. Also include proposed "copy" for signs.

Note: All signs that are approved will require a building permit prior to construction. Footing requirements will be determined by the City of Yucaipa Building and Safety Department.

SIGN REGISTRATION/PERMIT FORM

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1) APPLICANT'S NAME: _____ DATE: _____

2) MAILING ADDRESS: _____

3) TELEPHONE NO: _____ *CA DRIVER'S LICENSE NO.: _____

* If a CA Driver's License/ID# is not provided, application will not be processed.

4) SIGN LOCATION ADDRESS: _____

5) ASSESSOR'S PARCEL NUMBER: _____

6) NAME OF PROPERTY OWNER (If different than applicant)

7) SIGN INFORMATION:

OF SIGNS: _____ SIGN DIMENSIONS: _____

REGISTRATION FEE: \$ _____

SIGNATURE(S):

I certify that I am the (check one):

- Applicant
- Legal Owner(s). (Owners must sign as names appear on the land deed.)
- Corporate Officer(s) empowered to sign for the corporation.
- Owner's Legal Agent having Power Of Attorney for this action. (Attach a certified copy of the Power of Attorney document.)

I certify under penalty of perjury that the forgoing is true and correct.

Property Owner's Signature

Date

Applicant's Signature

Date