



March Joint Powers Authority
Planning Department
 P.O. Box 7480
 Moreno Valley, CA 92552
(951) 656-7000
(951) 653-5558 FAX

SIGN APPLICATION

Sign 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 _____ |
| <input type="checkbox"/> Special Event Sign – Beginning date: _____ Ending Date: _____ | |

APPLICATION INFORMATION

Brief Description of Sign Request:

BUSINESS OWNER

Name: _____
 Business Name (if any): _____
 Commercial Center Name (if applicable): _____
 Property Address/Location: _____
 Assessor's Parcel Number(s): _____
Business Owner's Signature: _____ **Date:** _____

CONTACT PERSONS

PROPERTY OWNER

Name: _____ Telephone: () _____
 Address: _____ Fax No. () _____
 City: _____ State: _____ Zip: _____ E-Mail Address: _____
 Contact Person: _____
Property Owner's Signature: _____ **Date:** _____

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:** _____

SEE REVERSE FOR SUBMITTAL REQUIREMENTS

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 sign plan (folded to 8 ½" x 11" size). **Rolled plans will not be accepted.** Include the following on the plans:
1. All dimensions.
 2. Site plan showing location of all sign(s), proposed, and existing.
 3. Building elevations and 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. Include Plexiglass manufacturer's numbers for plastic face signs. Specify source and intensity (amperage) of illumination for all signs to be directly or indirectly lighted.
 6. Existing landscaping at base of monument sign.
 7. One colored plan (see above criteria).
 8. Property owner or agent signature, street address, suite and/or building number.
- B. Submit color photos of existing facility and proposed location(s) of sign(s). Show location and direction of photos on site plan.

SPECIAL EVENT SIGNS (PROMOTIONAL SIGNS)

- A. Submit three (3) copies of sign plan. Include the following on the plans:
1. Site plan showing size and location of sign(s)
 2. Building elevations showing location of sign(s)
 3. Show all text on signs.
- B. Written approval from the property owner or authorized agent.

SIGN PROGRAMS/SIGN PROGRAM AMENDMENTS

- A. **SIGN PROGRAMS:** Submit three (3) sets of written information, including: 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 on-site approval process (does not imply JPA approval/permits).
- B. **SIGN PROGRAM AMENDMENTS:** Submit three (3) copies of the existing Sign Program indicating proposed changes.

**REFER TO THE March JPA CODE
SECTION 9.12 FOR SIGN REGULATIONS.**

**SPECIAL EVENT SIGNS
(PROMOTIONAL SIGNS)**

SITE PLAN

