



SIGN REGISTRATION APPLICATION

All existing and new permanent signs, not to include temporary signs, established in conjunction with a commercial, industrial, private institutional, or commercial-agricultural business use shall be subject to a biennial sign registration requirement.

APPLICATION FEE

Biennial Registration Fee (2 Years)
\$129.00 (#4218)

FEE POLICY

This is a **Set Fee** application. The application fees must be paid to the City at the time the application is submitted. If this application is combined with other Set Fee applications, the sum all of the application fees shall be required. However, these are the only fees you will be charged for processing the application.

TABLE OF CONTENTS

Part A:	Information and Procedures
Part B:	Sign Registration/Permit Form
Part C:	Submittal Checklist
Part D:	Plot Plan Checklist

PART A: 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 of 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. Refer to the City's sign code for information of freestanding or monument sign.
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 this type of 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.

PART B: SIGN REGISTRATION PERMIT APPLICATION

PLEASE COMPLETE EACH STATEMENT OR ANSWER EACH QUESTION to the best of your ability. All questions must be answered, or the application will not be taken in. If the answer is unknown, or if the question is not applicable, please write "Don't Know" or "Not Applicable" as appropriate. Only use City forms. If more space is needed, use attachments.

A. PROJECT INFORMATION

Applicant _____ Phone _____
Address _____ City _____ State _____ Zip _____
Driver's License No.: _____
Sign Location
Address _____ City _____ State _____ Zip _____
Assessor's Parcel Number _____
Name of Property Owner (if different than applicant) _____

B. SIGN INFORMATION:

of Signs: _____ Sign Dimensions: _____

Registration Fee: \$ _____

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

PART C: SUBMITTAL CHECKLIST

1. Complete sign application form
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.

PART D: PLOT PLAN CHECKLIST

A Plot Plan shall consist of one sheet of paper showing the entire land parcel, identifying improvements and existing sign(s). The Plot Plan must show all distances from property lines, improvements, and existing and new sign(s) 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, name, 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. A total of all signage shall be provided.

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.