



DESIGN REVIEW APPLICATION FOR COMMERCIAL SIGNAGE

Company Name _____ Date _____

Applying for: ☐ Design Review ☐ Sign Replacement Assistance ☐ Pole Removal Assistance

NEW SIGN: If you are installing a NEW SIGN, please provide the following:

The applicant is required to submit **ONE (1) copy** (8 ½" x 11" format, drawn to scale) of the following items:

- ☐ **A completed application form**
- ☐ **Color rendering of the proposed signage to include:**
 - ☐ Dimensions (Width/Height of the Sign)
 - ☐ Square footage of the proposed signage
 - ☐ Font style and height of the lettering
 - ☐ Color palette for the signage
 - ☐ Materials for the signage
- ☐ **Location of the signage on the building and/or on the property to include:**
 - ☐ Length of wall the proposed sign will be mounted
 - ☐ Square footage of building
- ☐ **Site plan for the property including:** the building's dimensions, distance from property lines, distance from curb/sidewalk, and distance from the centerline of the frontage street to the proposed sign ****Please see the attached example of a site plan example**
- ☐ **\$71.68 fee paid to the Building Department (new fee effective: 1/17/09)**

EXISTING SIGN: If you will be changing the face of an existing sign, please provide the following:

The applicant is required to submit **ONE (1) copy** (8 ½" x 11" format, drawn to scale) of the following items:

- ☐ **A completed application form**
- ☐ **Color rendering of the proposed signage to include:**
 - ☐ Dimensions (Width/Height of the Sign)
 - ☐ Square footage of the proposed signage
 - ☐ Font style and height of the lettering
 - ☐ Color palette for the signage
 - ☐ Materials for the signage
- ☐ **Location of the signage on the building and/or on the property**
- ☐ **Other relevant design and installation of information**
- ☐ **\$71.68 fee paid to the Building Department (new fee effective: 1/17/09)**

All signage and banners within the Downtown and the Redevelopment Project area shall be consistent with the Town sign ordinance regulations. Signs shall be consistent and integrated with the design of the project and shall be constructed of high-quality materials.

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Business Name: _____

Business Address: _____

Business Owner's Name: _____

Business Owner's Mailing Address: _____

Contact Information: Phone _____ FAX _____ e-mail _____

Assessor's Parcel Number: _____ - _____ - _____

Property Owner's Name: _____

Property Owner's Address: _____

Contact Information: Phone _____ FAX _____ e-mail _____

Sign Company Name/Contact Person: _____

Sign Company's Address: _____

Contact Information: Phone _____ FAX _____ e-mail _____

The applicant/applicant's sign company is advised that the installation of commercial signage may require a land use entitlement and/or building permit. Design approval does not constitute approval by the Community Development Department or Building Department and is not the equivalent of a land use entitlement and/or building permit. Please consult the Town's Permit Information Technician before proceeding with the fabrication and installation of the sign.

I hereby declare under penalty of perjury that this application, including the attached information, is true and correct to the best of my knowledge and belief. By signing this application, I also declare that the project site is not included on any State of California or Town of Paradise list of hazardous waste sites compiled pursuant to Government Code Section 65962.5, effective July 1, 1987.

Applicant's Signature: _____

Property Owner's Signature (if applicable): _____

Date: _____

Note: If the applicant is **NOT** the property owner, the owner's signature or an attached letter of authorization signed by the owner **MUST** accompany this application. 2/2008

Town of Paradise & Paradise Redevelopment Agency
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530-872-6235 Fax: 530-872-5914

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