



SIGN REVIEW APPLICATION

Sign controls serve to preserve and enhance the aesthetic, traffic safety, economic, and environmental values of Riverside's neighborhoods and commercial/industrial areas, while at the same time provide channels of communication to the public. Sign Regulations in the City's Zoning Code (Title 19 of the Riverside Municipal Code) and the City's Sign Design Guidelines work together to safeguard and preserve property values and public health and welfare through prohibiting, regulating, and controlling the type, design, location, and maintenance of signs.

In addition to the standards found in the Zoning Code, the City's Sign Design Guidelines provide good examples of techniques that should be used to meet the City's expectations for high quality business signage. The sign applicant should carefully consider each guideline that applies and demonstrate a recognition of the Guideline's intent.

FILING FEES

See current Fee Schedule (*FILING FEES ARE GENERALLY NOT REFUNDABLE*): *In addition to the Planning Fees, a separate Sign Permit Fee will be required when the permit is issued. Please contact the Building Division to determine that fee.*

SUBMITTAL REQUIREMENTS

Indicate scale on all drawings. Clearly label all photographs.

- One (1) copy of Administrative Sign Review Application (Attached).
- Three (3) sets no smaller than 11" x 17" (one set in color) of fully dimensioned, scaled drawings of Sign Design specifications for all dimensions, colors and materials of each sign (1" equals 1' scale). For more than one sign provide a designator (SIGN "1", SIGN "2", etc.).
 - For painted, fabric or other types of signs, attach samples of proposed colors.
 - For lighted signs, specify the means and intensity of illumination. Show the design of exposed fixtures.
 - For Plexiglas signs, specify the manufacturer's color numbers.
- Three (3) sets (one set in color) of fully dimensioned, scaled drawings of building elevations for building signs, with an elevation of each building side showing existing and proposed signs. Include building or individual lease space width.
- Three (3) sets (one set in color) of fully dimensioned, scaled drawings of plot plan showing all buildings and site improvements. Indicate all existing and proposed freestanding and building signs.
- Three (3) sets (one set in color) of fully dimensioned, scaled drawings of structural/ electrical details showing compliance with California Building Code standards (footings, fasteners, structural reinforcement, etc.) and California Electrical Code requirements, if necessary.

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PROJECT INFORMATION

Site Address: _____ Assessor’s Parcel Number(s): _____ Zoning: _____

Text on Sign: _____ Type of Business: _____

Type of Sign(s)	Number of Signs	Square Footage of Sign(s)
<input type="checkbox"/> Monument/Freestanding	_____	_____
<input type="checkbox"/> Building	_____	_____
<input type="checkbox"/> Other _____	_____	_____
Total		_____

Does sign meet the sign criteria? YES NO

FOR BUILDING MOUNTED SIGNS

Lease Space/Façade Length: _____ Exposed Raceway? YES NO

FOR MONUMENT SIGNS

Length of Street Frontage: _____ Parcel/Complex Size in Acres: _____

APPLICANT INFORMATION

Firm/Company Name: _____

Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Mobile: _____

Email: _____

BUSINESS/PROPERTY OWNER INFORMATION

Legal Property Owner Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Mobile: _____

Email: _____

Property Owner Signature _____

Date _____

STAFF USE ONLY

Planner’s Initials _____ Submittal Date _____

Case Number _____ Fees Paid \$ _____