



CITY OF COALINGA
The Sunnyside of the Valley

SIGN PERMIT / MASTER SIGN PERMIT APPLICATION

City of Coalinga, Community Development Department
155 W. Durian Avenue, Coalinga, CA 93210
(559) 935-1533

COMMUNITY DEVELOPMENT PERSONNEL ONLY

--- THIS SECTION SHALL BE COMPLETED BY COMMUNITY DEVELOPMENT PERSONNEL ONLY ---

FILE NUMBER	SP -		RECEIPT #:	
PROPERTY ADDRESS:			DATE:	
CITY:			AMOUNT:	
STATE:			BY:	
ZIP:			NOTES:	
ZONING:				
PROPERTY TYPE:	<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> INDUSTRIAL	

SIGN INFORMATION

PROPERTY ADDRESS:		ASSESSOR'S PARCEL NUMBER(S):	ATTACH MAP	
CITY:				
STATE:				
ZIP:				
DESCRIPTION OF PROPOSED SIGNAGE: <i>(include the number of signs; indicate whether attached or freestanding; dimensions and total square footage)</i>				

CONTACT PERSON

NAME / COMPANY:			
ADDRESS:			
CITY:	PHONE:	()	-
STATE:	FAX:	()	-
ZIP:	EMAIL:		

PROPERTY OWNER

* PROPERTY OWNER:		ORIGINAL SIGNATURE REQUIRED	
ADDRESS:		X _____ SIGNATURE OF PROPERTY OWNER *	
CITY:			
STATE:			
ZIP:			
DAYTIME PHONE:	() -	DATE:	

* PROPERTY OWNER IS DEFINED AS THE PERSON(S) WHO OWNS THE LAND/PROPERTY OR THE PROPERTY MANAGEMENT COMPANY WHO MAINTAINS THE SUBJECT BUILDING/SPACE AND HAS AUTHORITY OR POWER OF ATTORNEY TO SIGN LEGAL DOCUMENTS ON BEHALF OF THE PROPERTY OWNER(S).

PLEASE SUBMIT THIS APPLICATION IN PERSON TO THE COMMUNITY DEVELOPMENT DEPARTMENT AT CITY HALL OR VIA EMAIL AT SBREWER@COALINGA.COM. PAYMENT MUST BE MAILED TO CITY HALL AT 155 W. DURIAN AVENUE, COALINGA, CA 93210.

PLEASE PROVIDE THE FOLLOWING

**PLEASE COMPLETE THIS APPLICATION IN ITS ENTIRETY AS IT WILL ENSURE A MORE TIMELY APPROVAL OF THIS REQUEST
- INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED -**

FILING FEE

PLEASE MAKE CHECK PAYABLE TO "CITY OF COALINGA".

ASSESSOR'S PARCEL MAP

MAP SHALL BE MARKED TO INDICATE PROJECT LOCATION.

PHOTOGRAPHS

PLEASE SUBMIT PHOTOS OF SUBJECT BUILDING(S); EXISTING SIGNAGE; AND SURROUNDING AREA.

SIGN PLANS – THREE (3) COPIES ARE REQUIRED

PLANS MUST BE DRAWN TO SCALE AND CONTAIN THE FOLLOWING INFORMATION:

- Dimensions of subject property; lot lines; & existing driveways.
- Streets adjoining the subject property.
- Existing buildings & structures.
- Setback dimensions of existing & proposed sign(s).
- Existing off-street parking, loading & circulation areas.
- The location of the proposed sign.
- Dimensioned drawings of proposed sign(s) indicating height; width; lighting source; color; & materials to be used.

FOR "ATTACHED" SIGNS (INCLUDE THE FOLLOWING):

- Dimensioned elevations of building(s) and occupancy frontage(s) including proposed location of sign on building frontage.

FOR "FREESTANDING" SIGNS (INCLUDE THE FOLLOWING):

- Dimensioned elevations of the proposed free standing sign.
- Dimensions of subject property; lot lines; & existing driveways.
- Setback dimensions of existing & proposed signs.
- Existing off-street parking; loading; & circulation areas.
- The location of the proposed sign.
- Show all property lines & setback to proposed sign.

MASTER SIGN PROGRAM (5 or more signs for a building or site)

MASTER SIGN PROGRAM APPLICATIONS SHALL CONTAIN ALL WRITTEN AND GRAPHIC INFORMATION NEEDED TO FULLY DESCRIBE THE PROPOSED SIGN PROGRAM, INCLUDING THE PROPOSED LOCATION AND DIMENSION OF EACH SIGN, AS WELL AS PROPOSED COLOR SCHEMES, FONT TYPES, MATERIALS, METHODS OF ATTACHMENT OR SUPPORT, AND METHODS OF ILLUMINATION.

SIGN PERMIT WORKSHEET

PLEASE REFER TO SIGN ORDINANCE (TITLE 9) FOR SIGN REGULATIONS

EXISTING SIGNAGE

PLEASE INDICATE THE NUMBER OF **EXISTING "ATTACHED"** SIGNS AS SHOWN ON SIGN PLANS _____

PLEASE INDICATE THE NUMBER OF **EXISTING "FREESTANDING"** SIGNS AS SHOWN ON SIGN PLANS _____

PROPOSED NEW SIGNAGE

PLEASE INDICATE THE NUMBER OF **PROPOSED NEW "ATTACHED"** SIGNS AS SHOWN ON SIGN PLANS _____

PLEASE INDICATE THE NUMBER OF **PROPOSED NEW "FREESTANDING"** SIGNS AS SHOWN ON SIGN PLANS _____

SURFACE AREA OF PROPOSED NEW "ATTACHED" SIGNAGE

PROPOSED SIGN AREAS IS APPROXIMATELY _____ SQUARE FEET

PROPOSED SIGN AREAS IS APPROXIMATELY _____ SQUARE FEET

PROPOSED SIGN AREAS IS APPROXIMATELY _____ SQUARE FEET

PROPOSED SIGN AREAS IS APPROXIMATELY _____ SQUARE FEET

SURFACE AREA OF PROPOSED NEW "FREESTANDING" SIGNAGE

PROPOSED SIGN AREAS IS APPROXIMATELY _____ SQUARE FEET

DOUBLE SIDED = _____ SQUARE FEET

PROPOSED SIGN AREAS IS APPROXIMATELY _____ SQUARE FEET

DOUBLE SIDED = _____ SQUARE FEET

HEIGHT: PROPOSED NEW "FREESTANDING" SIGN IS APPROXIMATELY _____ FEET

FRONT SETBACK: _____ FEET

SIDE SETBACK: _____ FEET

PLEASE SUBMIT THIS APPLICATION IN PERSON TO THE COMMUNITY DEVELOPMENT DEPARTMENT AT CITY HALL OR VIA EMAIL AT SBREWER@COALINGA.COM. PAYMENT MUST BE MAILED TO CITY HALL AT 155 W. DURIAN AVENUE, COALINGA, CA 93210.

SIGN PERMIT APPLICATION PROCEDURES

1. BUILDING PERMITS FOR SIGNS

SIGN BUILDING PERMITS ARE ISSUED TO LICENSED SIGN INSTALLATION CONTRACTORS, GENERAL CONTRACTORS, OR THE OWNERS OF THE PROPERTY WHEN SUCH OWNER IS UTILIZING THE ENTIRE PROPERTY FOR HIS/HER OWN USE. IN ADDITION TO THE ADMINISTRATIVE ZONING PERMIT, A BUILDING PERMIT IS REQUIRED TO ASSURE COMPLIANCE WITH THE 2019 BUILDING CODE AND THE 2016 ELECTRICAL CODE. UPON RECEIVING ZONING APPROVAL, THE APPLICANT SHALL OBTAIN A SIGN PERMIT FROM THE BUILDING DEPARTMENT. **PLEASE NOTE - NO FOOTINGS FOR A FREESTANDING SIGN SHALL BE POURED UNTIL STRUCTURAL COMPONENTS HAVE BEEN APPROVED BY THE BUILDING DEPARTMENT.**

2. SIGN PERMIT APPLICATION AND SIGN ORDINANCE AVAILABILITY

SIGN PERMIT APPLICATIONS MAY BE OBTAINED FROM THE PLANNING AND DEVELOPMENT DIVISION OF CITY HALL OR VIA THE CITY'S WEBSITE AT WWW.COALINGA.COM. CITY HALL IS LOCATED AT 155 W. DURIAN AVENUE, COALINGA, CA 93210. APPLICATIONS, AS WELL AS COPIES OF THE CITY'S SIGN ORDINANCE, ARE AVAILABLE AT THE FRONT RECEPTIONIST'S DESK. **PLEASE NOTE - APPLICATION(S) FOR A CITY SIGN PERMIT DOES NOT PRECLUDE AN APPLICATION BEING SUBMITTED TO THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR ERECTION OF SIGNS ON ALL APPLICABLE STATE RIGHT-OF-WAY AREAS.**

3. SUBMITTAL AND PROCESSING OF COMPLETED PERMIT APPLICATION

A COMPLETED PERMIT APPLICATION AND ALL ASSOCIATED FEES SHALL BE SUBMITTED TO THE PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT STAFF. STAFF SHALL REVIEW EACH PERMIT APPLICATION TO ASSURE THAT THE APPLICATION COMPLIES WITH THE CITY'S SIGN ORDINANCE. IF AN APPLICATION IS FOUND TO BE INCOMPLETE OR OTHERWISE INCONSISTENT WITH THE SIGN ORDINANCE, THE APPLICANT SHALL BE NOTIFIED WITHIN FIVE (5) WORKING DAYS FROM THE DATE RECEIVED. APPLICATIONS FOUND TO BE CONSISTENT WITH THE SIGN ORDINANCE SHALL RECEIVE AN ADMINISTRATIVE ZONING PERMIT AND SHALL SUBSEQUENTLY BE REVIEWED FOR COMPLIANCE WITH THE 2019 CALIFORNIA BUILDING CODE (BUILDING PERMIT FEE SHALL APPLY).

4. PERMIT APPLICATION INFORMATIONAL REQUIREMENTS

- (A) SIGN LOCATION (ADDRESS); LEGAL DESCRIPTION; AND ASSESSOR'S PARCEL NUMBER (APN).
- (B) DESCRIPTION OF ANY/ALL EXISTING SIGNAGE AND THEIR LOCATION ON THE PROPERTY.
- (C) DESCRIPTION OF PROPOSED SIGNAGE AND PROPOSED LOCATION ON THE PROPERTY. **PLEASE NOTE - THREE (3) COPIES OF SCALED DRAWINGS ARE REQUIRED AS SPECIFIED ON PAGE 2 OF THIS APPLICATION.**
- (D) SIGNATURE OF APPLICANT AND PROPERTY OWNER AUTHORIZING PLACEMENT OF SIGNAGE IS REQUIRED AS SPECIFIED ON PAGE 1 OF THIS APPLICATION.

5. DETERMINATION OF SIGNAGE DIMENSIONAL REQUIREMENTS

SIGNAGE SIZE AND NUMBER OF ALLOWANCES ARE DETERMINED IN ACCORDANCE WITH THE CRITERIA SET FORTH IN THE CITY'S SIGN ORDINANCE. PLANNING STAFF ARE AVAILABLE TO ANSWER ANY QUESTIONS THAT MAY ARISE IN THE INTERPRETATION OF ORDINANCE REQUIREMENTS.

6. SIGN PERMIT FEE

SIGN APPLICATION FEE: \$88.00 MASTER SIGN APPLICATION FEE: \$279.00

PLEASE SUBMIT THIS APPLICATION IN PERSON TO THE COMMUNITY DEVELOPMENT DEPARTMENT AT CITY HALL OR VIA EMAIL AT SBREWER@COALINGA.COM. PAYMENT MUST BE MAILED TO CITY HALL AT 155 W. DURIAN AVENUE, COALINGA, CA 93210.