

Application No.:	PSP
Date Received:	
Approved By:	
Approval Date:	

City of Hemet

PLANNING DIVISION

445 E. Florida Avenue, Hemet, CA 92543

(951) 765-2375

www.hemetca.gov

PERMANENT SIGN PERMIT APPLICATION

Property Information

Business Name: _____

Business Address: _____

Name of Center: _____

Type of Business: _____

Zoning: _____ APN(s): _____

Component of approved signed program: No Yes – Number/Name _____

Applicant Information – the Applicant is the designated contact to receive materials from the City.

Applicant Name: _____

Applicant Address: _____

Contact Name: _____

Phone Number: _____ Email: _____

Applicant's Interest in Property: Own Rent Other: _____

Contractor Information – if different than the Applicant.

Contractor Name: _____

Contractor Address: _____

Contact Name: _____

Phone Number: _____ Email: _____

Owner Information - Consent Affidavit required if Applicant is not the Property Owner

Owner Name: _____

Owner Address: _____

Contact Name: _____

Phone Number: _____ Email: _____

Contact Name: _____

Phone Number: _____ Email: _____

A. SIGN INFORMATION. TYPE OF SIGN(S) REQUESTED:

“ **Building mounted – Business Identification Sign**

Elevation	Lineal Feet of Business Frontage	Total Square Feet of Sign(s)
North		
South		
East		
West		

“ **Freestanding or Monument – Parcel Identification Sign**

Side of Lot	Lineal Feet of Lot Frontage	Total Square Feet of Sign(s)	Total Height of Sign(s)
North			
South			
East			
West			

“ **Marquee, Canopy, or Projecting Sign (Note: encroachment permit required if over public right-of-way.)**

Lineal Feet of Business Frontage	Total Square Feet of Sign(s)	Sign Clearance from Ground

“ **Sign Reface.** The Planning Division process is the same as for a new sign permit. Does not generally require a building permit.

“ **Other (e.g., mural, neighborhood identification, security warning.) Provide description and dimensions** _____

APPLICANT CONCURRENCE

I have read and understand the requirements regarding size, placement, message, and maintenance of the sign(s) granted by this permit. I accept responsibility for compliance with Article XXXVI (Signs) of Chapter 90 (Zoning).

 Applicant Signature
 (Or Applicant Representative)

 Date

B. APPLICATION SUBMITTAL REQUIREMENTS

- “ 1. Signed sign application form.
 - a. Property Owner Consent Affidavit or Corporate Resolution, if owner is different from applicant.
- “ 2. Processing fees pursuant to the latest adopted fee schedule.
- “ 3. One (1) 8 ½” x 11” or 11” x 17” copies of a site plan showing the following:
 - a. Location of the buildings, streets, driveways, rights-of-way, sidewalks on the subject property.
 - b. Location of the proposed sign.
 - c. Location of existing signs. If any signs are to be removed, label accordingly.
- “ 4. One (1) 8 ½” x 11” or 11” x 17” copies of a drawing(s) of the proposed signage that includes the following:
 - a. Elevation of sign(s) drawn to scale with all widths, heights, and lengths labeled.
 - b. Color rendering of sign detail.
 - c. Indicate if sign will be illuminated and estimated time of illumination.
 - d. Indicate if sign is a LED display board or bulletin board.
- “ 5. Color photographs of the existing site and proposed location of the signage.

C. APPLICANT NOTIFICATIONS

- 1. A separate building permit with associated fees is required for all permanent signage. Contact the Building Department for submission requirements.
- 2. Replacement of existing can face (sign reface) does not generally require a building permit.
- 3. All correspondence and reports will be sent electronically (e-mailed) only to the project applicant as designated on the application form.
- 4. Please direct all questions to the Case Planner or contact the Planning Division at 951-765-2375.

D. ATTACHMENTS

- 1. Property Owner Consent Affidavit.

