



CITY OF MURRIETA

Planning Department

1 Town Square
24601 Jefferson Avenue
Murrieta, CA 92562

Application for Sign Program

For Planning Office Use Only

Case Number: _____ Date Submitted: _____ Received by: _____

PROJECT INFORMATION

PROJECT DESCRIPTION

Project Name/Name of Center: _____

Related cases filed in conjunction with this request (Is this part of a larger project?): _____

PROPERTY INFORMATION

Assessor's Parcel Number(s): _____

Approximate Gross Acreage/Net Acreage: _____ Current Zoning: _____

Property Address: _____

RDA Project Area: Yes No

APPLICANT/PROJECT MANAGER/OWNER INFORMATION

PLEASE INDICATE WHICH OF FOLLOWING WILL FUNCTION AS THE CONTACT PERSON FOR THIS PROCESS (SELECT ONLY ONE): Applicant/Developer Project Manager Property Owner Prospective Owner

APPLICANT/DEVELOPER

Contact Name: _____ E-Mail: _____

Company Name: _____ E-Mail: _____

Mailing Address: _____

_____ Street

_____ City State ZIP

Daytime Phone No.: () _____ Fax No.: () _____

PROJECT MANAGER (Representative for Developer)

Contact Name: _____ E-Mail: _____

Company Name: _____ E-Mail: _____

Mailing Address: _____

Street

City

State

ZIP

Daytime Phone No: () _____ Fax No: () _____

PROPERTY OWNER

Name: _____ E-Mail: _____

Mailing Address: _____

Street

City

State

ZIP

Daytime Phone No: () _____ Fax No: () _____

If the property is owned by more than one person, attach a separate page that references the application case number and lists the names, mailing addresses, and phone numbers of all persons having an interest in the real property or properties involved in this application.

PROSPECTIVE PROPERTY OWNER (If applicable)

Name: _____ E-Mail: _____

Mailing Address: _____

Street

City

State

ZIP

Daytime Phone No: () _____ Fax No: () _____

ACKNOWLEDGMENT OF DEPOSIT BASED PROCESSING OF APPLICATIONS

The signature below acknowledges that the City operates on the basis of full cost recovery for the processing of Planning projects. Deposits made at the time of application may not be sufficient for the processing of the application and additional deposits may be required to cover the cost of reviewing the project. If at any time deposits are insufficient to cover the processing of the application, processing will be stopped until sufficient additional funds are deposited with the City. Lack of sufficient funds on deposit will suspend any required processing time frames.

All signatures must be originals (“wet-signed”). Photocopies of signatures are **not** acceptable.

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

OWNER CERTIFICATION

I CERTIFY UNDER THE PENALTY OF THE LAWS OF THE STATE OF CALIFORNIA THAT I AM THE PROPERTY OWNER OF THE PROPERTY THAT IS THE SUBJECT MATTER OF THIS APPLICATION AND I AM AUTHORIZING AND DO HEREBY CONSENT TO THE FILING OF THIS APPLICATION AND ACKNOWLEDGE THAT THE FINAL APPROVAL BY THE CITY OF MURRIETA, IF ANY, MAY RESULT IN RESTRICTIONS, LIMITATIONS AND CONSTRUCTION OBLIGATIONS BEING IMPOSED ON THIS REAL PROPERTY.

All signatures must be originals (“wet-signed”). Photocopies of signatures are **not** acceptable.

_____ PRINTED NAME OF OWNER	_____ SIGNATURE OF OWNER
_____ PRINTED NAME OF OWNER	_____ SIGNATURE OF OWNER

Written authorization from the legal property owner is required. An authorized agent for the owner must attach a notarized letter of authorization from the legal property owner.

If the property is owned by more than one person, attach a separate page that references the application case number and lists the names, mailing addresses, and phone numbers of all persons having an interest in the real property or properties involved in this application.

See attached sheet(s) for other property owner’s signatures.

FILING INSTRUCTIONS FOR SIGN PROGRAM APPLICATION

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Sign Program application. Your cooperation with these instructions will insure that your application can be processed in the most expeditious manner possible.

THE SIGN PROGRAM FILING PACKAGE MUST CONSIST OF THE FOLLOWING:

INITIAL SUBMITTAL:

1. One complete and signed application form.
2. One complete and signed Depositor Application (if a depositor ID has not been previously established).

To download this form, go to

<http://www.murrieta.org/uploads/forms/finance/Depositor%20Application.pdf>.

3. The appropriate deposit fee for the application type or types.

To view the Fee Schedule, go to

<http://www.murrieta.org/uploads/forms/planning/08-09%20fees.pdf>

This is a deposit based application and is billed on a time worked basis. Additional funds may/will be requested to cover costs of public hearings, staff reports, etc.

4. Three (3) 11"x17" copies of the following exhibits. The exhibit must include the information described in the "Sign Program Matrix" section of this application.
 - a. Cover Sheet
 - b. Site plan
 - c. Colorized Building Elevations
 - d. Colorized Free-Standing Sign Elevations
 - e. Color and Material Schedule for all proposed signs
 - f. Sign Guidelines

All exhibits must be folded no larger than 8 ½" x 11".

SIGN PROGRAM MATRIX

The following table lists the minimum information required on the exhibits. IF ANY REQUIRED INFORMATION IS NOT APPLICABLE TO A SPECIFIC PROJECT, A SIGNED LETTER SHALL BE PROVIDED EXPLAINING WHY THE INFORMATION IS NOT NECESSARY. All exhibits must be clearly drawn and legible.

Note: Additional information may be required during review of the application, including information not specifically required by this checklist.

COVER SHEET:
1. Project title as follows, "Sign Program for (insert project name)"
2. Applicant name, address and phone number
3. Landlord/property owner name, address and phone number
4. Name, address and phone number of the person who prepared the plans
5. Project address
6. Table of Contents for attached plan sheets and sign program text
7. A listing of the original project approval conditions
SITE PLAN:
1. The site plan shall be drawn to a scale not to exceed 1 inch = 40 feet
2. The site plan shall be fully dimensioned, and include a graphic scale and north arrow
3. The site plan shall show the locations of all existing and proposed buildings, paved surfaces, walls & fences, curbs and sidewalks and landscaped areas
4. Show vehicle sight lines for freestanding signs, and the distance between freestanding signs along the street(s)
COLORIZED BUILDING ELEVATIONS:
1. Elevations shall be drawn to a scale of not less than 1/4" = 1 foot
2. All elevations shall be fully dimensioned (both horizontal and vertical)
3. Elevations shall show the proposed locations of all wall and window signs to be located on the buildings
4. The elevations shall provide both front and side views of the sign details, including colors, materials and method of illumination
COLORIZED FREE-STANDING SIGN ELEVATIONS:
1. Sign elevations shall be drawn to a scale of not less than 3/16" = 1 foot
2. All elevations shall be fully dimensioned (both horizontal and vertical)
3. Elevations shall show the proposed locations of all wall and window signs to be located on the buildings
4. The elevations shall provide both front and side views of the sign details, including colors, materials and method of illumination
COLOR AND MATERIAL SCHEDULE:
1. Provide small samples or photographs of all sign colors, including letter faces, trim, surrounds and background colors
2. Include manufacturers name and paint color identification number
3. Provide small samples or photographs of the exterior materials of the freestanding sign(s). Samples to be accompanied with the product and manufacturer names.
SIGN GUIDELINES:
1. Sign types allowed
2. Required signs
3. Prohibited signs
4. Maximum sign heights

5. Maximum sign area(s)
6. Maximum sign length(s)
7. Required letter styles
8. Required sign colors
9. Required sign shape
10. Required sign materials
11. Required sign lighting
12. Maximum quantity of signs
13. Statement that the intent of the sign program is to have signs enhance the development, architecture and surrounding land uses.
14. Statement of how the incorporation of several common design elements (such as materials, letter style, colors, illumination, sign type and/or sign shape) is needed to achieve the intent of the sign program
15. Make accommodations for future sign program revisions that may be necessary due to changes in building tenants.
16. Explain that the approval of both the City and center management is required before any sign installation.

Additional copies of this application may be obtained from the Planning Department's Web Page at <http://www.murrieta.org/dev/planning/index.asp>.