



CITY OF MORRO BAY

Community Development Department
Planning Division

955 Shasta Avenue
Morro Bay, CA 93442
(805) 772-6261

SIGN PERMIT APPLICATION

For Department Use Only:

Case No.: _____

Fees Paid: \$ _____

Environmental Review Required:

Yes

No—Categorical Exemption

Property Owner	Name: _____	Daytime Phone: _____
	Address: _____	

I/We, the undersigned owner(s) of record of the fee interest in the above noted land for which an application for a permit, is being requested, do certify that such application may be filed and processed with my/our full consent. The applicant is authorized to act as our agent in all contacts with the City in connection with this matter. I/We hereby grant the City of Morro Bay or any of its authorized agents the right to enter upon the land described herein at any time during normal business hours for the purposes of site inspection in advance of City action on the Land Use Permits; inspection of any construction, grading or other development activities following any land use permit approval or evaluation of the satisfactory completion of development authorized through land use permit approval, including continuing compliance with any conditions of approval.

I certify that I am the legal owner of record and that under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I authorize the following person(s) to act as my agent in processing this sign permit:

Signature: _____

Date: _____

Applicant/Agent	Name: _____	Daytime Phone: _____
	Address: _____	Email: _____

PROJECT INFORMATION

Business Name: _____

Description of Project: _____

Project Address: _____

Assessor Parcel Number: _____

Related Planning Case Number(s): _____

Project Sign District: Downtown Embarcadero North Main Quintana

Lodging Establishment Industrial Zone Residential Districts

PROJECT INFORMATION (cont.)			
Type of Development:			
<input type="checkbox"/> Residential	<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Theater	<input type="checkbox"/> Produce Stand
<input type="checkbox"/> Commercial	<input type="checkbox"/> Service Station	<input type="checkbox"/> Gov't/Church	<input type="checkbox"/> Nursery
<input type="checkbox"/> Office/Industrial	<input type="checkbox"/> Prof. Care	<input type="checkbox"/> Public Park	
Is the property subject to a Master Sign Program and/or Specific Plan Criteria: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, Specific Plan No: _____			

REQUIRED INFORMATION	
Total Building Square Footage:	_____ sq. ft.
Total Building Façade Area:	_____ sq. ft.
Total Signage Allowance per MBMC 17.29:	_____ sq. ft.
Total Existing Signage:	_____ sq. ft.
Remaining Sign Allowance at Present:	_____ sq. ft.
Total Proposed Signage:	_____ sq. ft.
Remaining Sign Allowance After Proposed Sign:	_____ sq. ft.

EXISTING SIGNS			
Type	Number	Sign Area	Sign Height
Pole <input type="checkbox"/>			
Monument <input type="checkbox"/>			
Wall <input type="checkbox"/>			
Projected <input type="checkbox"/>			
Directional <input type="checkbox"/>			
Canopy <input type="checkbox"/>			
Window <input type="checkbox"/>			
Other <input type="checkbox"/> (changeable copy, off premise, etc.)			
Permits issued for existing signs: <input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____			

PROPOSED PERMANENT SIGNS					
Type	Number Proposed		Proposed Sign Area		Proposed Sign Height
Pole*					
Monument*					
Wall					
Projected					
Directional					
Canopy					
Window					
Other (changeable copy, off premise, etc.)					

** Prior to approval, all proposed pole, monument, and freestanding signs must be reviewed for potential sight distance and visibility issues. Additional information must supplement this application showing how the proposed signage will not encroach into the public right-of-way or present a traffic hazard.*

Applicant/Agent Signature:	Date:
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APPLICATION SUBMITTAL REQUIREMENTS

Information on this checklist must be submitted for your project to be accepted for processing, review, and action. These are the **minimum** requirements and additional information and/or plans may be required to evaluate your application following initial review by staff. **An application not containing the necessary information as shown on the checklist will be deemed incomplete and placed on hold.** Check each box to indicate that you have provided the appropriate information.

All plans submitted for sign permits/sign programs shall consist of a minimum of a site plan and sign elevations containing the following information:

Site Plan Indicating:

- 1. North arrow and scale.
- 2. Location of existing buildings or structures, property lines, building setbacks, streets, parking areas, and vehicular access points to the property.
- 3. Location and photographs of all existing signage, and photographs of proposed sign locations.
- 4. The position (orientation) of the proposed sign(s) and its relation to adjacent buildings and structures, property lines and public rights-of-way.
- 5. If a monument sign is being proposed, then the plans must include the dimensions of the landscape areas for all four sides of proposed signage and applicable sight triangle (if at corner 25' setback is required).

Elevations Indicating:

- 6. Building and suite façade area.
- 7. Storefront entrance location.
- 8. Provide an elevation for all proposed sign(s) which specifies the following:
 - a. Proposed signage location to show the dimensions and area for all proposed sign(s)
 - b. Materials the sign(s) will be constructed of
 - c. Source of illumination
 - d. Proposed sign copy

Sign Design and Materials Specifications:

- 9. Color of proposed signage, including color number (copy, background, trim caps and returns).
- 10. Letter style and height,
- 11. Sign length and depth (including that of the sign's supporting members, and details of all connections, guy lines, and supports/footings).
- 12. Identify illuminated or non-illuminated. If illuminated, indicate if external or internal.
- 13. Type of material.
- 14. Method of attachment to any structure

Additional Requirements:

- 15. Completed sign program application, sign program, criteria, and written sign program procedures.
- 16. Two complete sets of plans and copies.
- 17. Project name and applicant name on plans and copies.

Below is a sample site plan and sign elevation:

