



Sign Permit Application

Applicant Information

Name: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Address of Proposed Sign: _____

Property Owner: _____

Phone: _____ Fax: _____

Email Address: _____

Current Zoning of Property: _____

Submittal Requirements

1. Address and legal description of the subject property.
2. Description of the proposal including sketch that indicates sign type (i.e. monument sign, wall sign, etc.), dimension of sign including height, width, and sign face, dimension of lettering, illumination details, color schemes and other information as may be deemed necessary by the Director of Planning & Economic Development. (2 copies)
3. Site Plan indicating sign location, setbacks from property lines and Right of Way, improvements on the property including buildings and other signs, and other information as may be deemed necessary by the Director of Planning & Economic Development. (2 copies)
4. Proof of ownership or control of the property (deed, contract, lease) or permission from property owner.
5. Permit Fee: Sign Permit fee: \$100.00 Temporary Sign Permit Fee: \$50.00 Billboard Fee: \$500.00

[Note: Applications must be completed in their entirety and all submittal requirements must be submitted at the time the application is submitted. Additional submittals may be requested as provided for in the Riverside City Code.]

The applicant hereby agrees that all required information is provided with this application:

Applicant's Signature

Date

Property Owner's Signature

Date