



Sign Permit Application

City of Canyon Lake

31516 Railroad Canyon Road, Canyon Lake, CA 92587

Phone: (951) 244-2955 Fax: (951) 246-2022 www.cityofcanyonlake.com

Read and respond to all questions, and provide requested information and materials.

Name of Business to be advertised on the sign: _____

Address of sign location: _____

Contact Person:

Name: _____ Primary Phone Number: _____

Address: _____ E-mail Address: _____

Fax#: _____ Number of Signs: _____

Company or Person Installing the Sign: (with name and address)

Type of Sign(s) requested (wall, temporary banner, monument, etc.)

Per the Canyon Lake Municipal Code Section 9.25.060, a banner sign shall be limited to no more than thirty (30) days, four (4) times a year per business.

Please indicate the months you would like to post your sign in the boxes below:

Month 1	Month 2	Month 3	Month 4

Applicant Acknowledgement:

I have read this application, including all attachments and applicable City requirements and Ordinances, and understand the contents thereof, and certify that the information provided to the City herein is true and correct. I further state that I am familiar with the laws governing the construction and erection of signs within the City of Canyon Lake and that the indicated sign will be built and erected in conformity therewith as shown on the approved sign plans. I also certify that I am the owner of the property or have permission from the property owner to construct the signs as I have described in this application.

Signature: _____ Date: _____

PERMIT PROCESSING TAKES UP TO SEVEN (7) DAYS. SIGN(S) MAY NOT BE INSTALLED UNTIL PERMIT IS ISSUED

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR PROCESSING

Please refer to the Sign Ordinance, for complete sign requirement details.

Date	File#	Zone	Approved	Fee
			Planning: Building:	Receipt #

Merchant Owners Association Approval:

Signature: _____ Date: _____
or;

Property Owners Association Approval:

Signature: _____ Date: _____

Submittal Requirements

Please submit (2) copies for each item required. Application is incomplete and will not be processed without the following:

Types of Signs:

Monument and Freestanding Signs (Permanent)

- Application
- Site Plan Showing relationship of the sign to buildings, property lines, setbacks from streets and public right of ways, intersections, easements and driveways.
- Full Structural construction plans providing details on foundation, framing and electrical layout for Building and Safety.
- Elevation rendering showing how the sign will appear from the street-parking area.
- Landscape plan indicating square footage of the landscaped area, plant types and placement in relation to the sign, layout of the landscaped area.

Wall Signs (Permanent)

- Application
- Elevation rendering showing how the sign will appear from the street-parking area and on the building.
- Accurately dimensioned, showing height, color, square foot dimensions, sign composition type of illumination.
- Detail section showing how the sign will be mounted on the building for Building and Safety to evaluate.
- If sign is illuminated provide a detail showing the condition for Building to evaluate.
- Site plan showing location of building where sign is to be placed.

Temporary Signs (special event, pennants, balloon arches, banners and temporary Political Signs)

- Application
- Elevation rendering showing how the sign will appear from the street-parking area and on the building.
- Accurately dimensioned, showing height, color, square foot dimensions, sign composition.
- Detail information showing how the sign will be mounted on the building.
- Site plan showing location of building where sign is to be placed.