



City of La Quinta

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 La Quinta, California 92253
 PHONE: 760.777.7125 FAX: 760.777.1233

SIGN - PERMANENT

SECTION A - APPLICATION SUBMITTAL REQUIREMENTS

APPLICATION SUBMITTAL REQUIREMENTS – INITIAL <i>(TO BE COMPLETED BY CITY STAFF)</i>					
Submitted	Waived	Each of the following items is required for submittal unless a waiver is granted by City Staff. Any waiver must be confirmed by initialing of this form by the person granting the waiver prior to submittal. Please see Section B for the description and completion requirements of each item.	# of paper copies	# of E-copies in PDF format (on CD-ROM)	Waiver OK'd by (initials)
FILING FEES					
<input type="checkbox"/>	<input type="checkbox"/>	Filing Fees Paid			
<input type="checkbox"/>	<input type="checkbox"/>	Application	0	1	NA
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan (show location of proposed & existing signs to remain)	0	1	
<input type="checkbox"/>	<input type="checkbox"/>	Building Elevations (show each sign & entire side of building)	0	1	NA
<input type="checkbox"/>	<input type="checkbox"/>	Sign Construction Detail (identify size, colors, construction materials, & lighting components for each portion of the sign)	0	1	

Additional information may be required based on review of the project description.

Submittal waivers may be obtained through staff consultation, a pre-submittal meeting, or a preliminary review application. **No applications will be accepted by mail.**

SECTION B – SUBMITTAL ITEM DESCRIPTIONS

FILING FEES

Filing Fees are to be paid at the time of application. As part of the submittal process, the receipt showing payment of fees which will be copied and submitted along with the other application materials.

REQUIRED AT TIME OF APPLICATION SUBMITTAL

Sign Permit Application Fee: *See Master Fee Schedule**

* Payable to City of La Quinta

APPLICATION INFORMATION

- 1. Application:** A Planning application form complete with all requested information and original signatures provided.

If you have any questions regarding filling out the Application, please contact the Planning Division at (760) 777-7125.

2. Site Plan The Site Plan shall be prepared by a qualified professional as stipulated by the California Business and Professions Code and shall include the following information:

- Title block which contains the following information:
 - Name of project
 - Plan name and sheet identification number (such as S1 for Site Plan Sheet 1)
 - Initial date of drawing and any subsequent revisions
 - Name, address, telephone number, of the person preparing map.
 - Name, address, and telephone number of owner, applicant, and/or agent.
 - Signature of approval from land and/or business owner
- Graphic scale (engineering scale not to exceed 1" = 40')
- North arrow (typically with North facing the top of the drawing)
- Location and dimension of all:
 - Existing signs
 - Proposed signs
 - Property lines and right of ways (if proposing monument sign)
- Name and location of all adjacent public streets and ROWs

3. Building Elevations Building elevations shall show each proposed sign and entire side of building. Elevations shall give details on linear feet of lease frontage per business elevation.

4. Sign Construction Details Sign Construction Details shall be submitted that show the following information:

- Size of each sign, identify dimensions and square footage
- Color(s) of each sign, including illuminated night renderings if applicable
- Construction materials and details
- Lighting components for each portion of the sign

If you have any questions regarding the above listed requirements, please contact the Planning Division at (760) 777-7125.