



CITY OF PLACENTIA
DEVELOPMENT SERVICES DEPARTMENT
401 E. CHAPMAN AVENUE, PLACENTIA, CA 92870
PHONE: (714) 993-8124 FAX (714) 961-0283

**SIGNS
SUBMITTAL REQUIREMENTS**

THE FOLLOWING SHALL BE SUBMITTED TO THE CITY PLANNING DIVISION:

- 1. FEES: As per the most current adopted fee schedule. Make checks payable to "City of Placentia"
- 2. COMPLETED APPLICATION WORKSHEET
- 3. SIGNED LETTER OF AUTHORIZATION from property owner granting permission to install the proposed sign(s)
- 4. TWO (2) SETS OF THE FOLLOWING PLANS drawn to engineering/architectural scale and fully dimensioned, indicating the following:
 - A. SITE PLAN:
 - Title block including name of project, location, name, address, telephone number of applicant
 - North arrow, scale of plan
 - Vicinity map showing the subject property involved and the neighboring properties and structures directly adjacent to the subject site
 - Legal property lines, lot dimensions (per most current Orange County Assessor's Parcel Map)
 - Building footprints and dimensions
 - Location and property line setbacks for freestanding signs and location of signs to be removed or replaced
 - Rights-of-way adjacent to the property
 - Location of tenant's space or building
 - B. ELEVATIONS drawn to scale detailed and fully dimensioned showing the following:
 - Height and width dimensions for any building face on which a wall mounted sign will be installed and location of sign on the building face. For signs on a commercial/retail building, show store frontage dimensions.

- Graphic depiction (in color) of proposed signs, drawn to scale and showing dimensions, lettering/logos, material, color and method of illumination (if any). Include sign area calculations
 - If free-standing sign, show height and width dimensions, sign area calculations
 - C. DETAIL STRUCTURAL DRAWINGS to scale of sign attachments for wall-mounted signs, or footings/foundation details for free-standing signs.
 - D. DETAIL DRAWINGS FOR ELECTRICAL SIGN CONNECTIONS, if any.
5. ALL OF THE ABOVE DRAWINGS SHALL BE BOUND AND FOLDED TO APPROXIMATELY 11" X 17" AND ARRANGED IN SETS IN THE FOLLOWING ORDER:
- Site Plan
 - Floor Plan(s)
 - Elevations
6. OBTAIN CITY BUILDING PERMIT, after the Planning Division has approved the plans