

CITY OF FOUNTAIN VALLEY SIGN COMMITTEE FILING FORM

A. GENERAL

It is recommended that the applicant discuss the proposal with a member of the Planning Department prior to filing. This discussion should cover in detail the applicant's request and the procedural steps required.

B. WHAT TO FILE

1. Application Form

One (1) copy of the Sign Committee Application shall be properly filled out and signed by the applicant. All applications shall contain the signature of the property owner or a letter signed by the property owner authorizing a third party to present vested interests shall be submitted.

2. Site Plan

Eleven (11) copies of a fully dimensional site plan, sign elevation plan and color photo simulations shall be submitted with the application. The site plan, sign elevations and color simulations shall be legibly drawn to scale on paper no smaller than 8 ½" x 11" or no larger than 24" x 36". Overall signage for either the individual building or commercial/industrial complex shall also be submitted. If larger than 8 ½" x 11", one (1) set of the site and sign elevation plans must be reduced to 8 ½" x 11".

3. Optional Data

Any other data that might be helpful in understanding and evaluating the application, color/material boards, etc.

4. Photographs

One (1) set of color photos of the subject building that indicates the proposed sign location(s).

C. OTHER INFORMATION

1. Processing

The typical Sign Committee Filing Form usually only requires review by the Sign Committee. More complex sign requests and sign programs may require action by the Planning Commission.

2. Filing Fees

Filing fee is \$890.00

3. Filing

The Sign Committee meets on the 2nd and 4th Wednesday of each month at 6:00 p.m. File the complete application at the Planning counter any weekday between the hours of 8:00 a.m. and 4:30 p.m.



City of Fountain Valley
Planning Department
10200 Slater Avenue
Fountain Valley, CA 92708
(714) 593-4425
Fax (714) 593-4525

Contact: _____
Company Name: _____
Address: _____
Telephone: _____

Building Address: _____
Business Name: _____
Building Frontage: _____ Lineal Ft.
Property Owner(s)'s Signature: _____

BUILDING SIGNS

Is there a Sign Program in your shopping center? If so, attach Sign Program.

Yes: _____ No: _____

DESCRIPTION OF SIGNS

SIGN #1

Location: _____
Size: _____
Color of Background: _____
Color of Letters: _____
Type of Materials: _____

Type of Lighting: _____
Total Sign Area: _____

SIGN COMMITTEE MEETING

Date: _____
Approved/Denied: _____

SIGN #2

Location: _____
Size: _____
Color of Background: _____
Color of Letters: _____
Type of Materials: _____

Type of Lighting: _____
Total Sign Area: _____

SIGN #3

Location: _____
Size: _____
Color of Background: _____
Color of Letters: _____
Type of Materials: _____

Type of Lighting: _____
Total Sign Area: _____

Sign Permit Filing Fee \$890.00
Account # 11.3.31313.1.3528

Sign Permit No. _____

TOTAL SIGN AREA OF SIGNS 1, 2 AND 3: _____