



City of Desert Hot Springs

11999 Palm Drive, Desert Hot Springs, CA 92240
www.cityofdhs.org • 760-329-6411 • Fax: 760-288-0639

SIGN PERMIT APPLICATION

This fillable application can be found on:
<http://www.cityofdhs.org/Applications>

FOR OFFICE USE ONLY	
Case No.	
Fee:	
Related Apps:	
Accepted By:	

SIGN PERMIT APPLICATIONS are reviewed pursuant to Section 17.44 of the Zoning Code. The purpose of the review is to ensure that signs (1) protect the general public health, safety, welfare, viewsheds and aesthetic values of the community; (2) assure the implementation of community design standards consistent with the General Plan; (3) promote the community's appearance by regulating the design, character, location, type, quality of materials, scale, color, illumination, and maintenance of signs; (4) place limits on signs which provide direction and orientation for businesses and activities; (5) promote signs that identify uses and premises without confusion; and (6) reduce possible traffic and safety hazards through good signage.

Check applicable box:

Permanent Sign Permit

Temporary Sign Permit

30 days

120 days

Sign Program

Applicant Name			
Street Address			
City, State, Zip Code			
Home Phone		Mobile Phone	
Work Phone		Fax	
E-Mail Address			

Property Owner			
Street Address			
City, State, Zip Code			
Home Phone		Mobile Phone	
Work Phone		Fax	
E-Mail Address			

Project Location	
Legal Description (Lot & Tract or A.P.N.)	

Check applicable box:

Wall	Freestanding	Reface Existing Sign
Canopy	Projecting	Master Sign Program
Monument	Window	Other

Sign Dimensions	
Building or Lease Space Length	
Sign Area Proposed	
Sign Area Allowed	
Additional Description	

Illumination: Yes No Internally: Yes No

Existing Land Use of Property	
Existing Zoning of Property	
Surrounding Uses	
North	
South	
East	
West	

Signature of Applicant:

Date

Signature of Property Owner(s) if not same as Applicant:

Date

Date

(Property owner signature will require notarization.)

**NOTE: FALSE OR MISLEADING INFORMATION GIVEN IN THIS APPLICATION
SHALL BE GROUNDS FOR DENIAL**

CITY OF DESERT HOT SPRINGS
SIGN PERMIT SUBMITTAL REQUIREMENTS

GENERAL:

Sign Permit applications, unless expressly exempted, shall be submitted to the Planning Department for review prior to the placing, erecting, moving, reconstructing or replacing (including sign copy) any sign in the City to determine conformance with Chapter 159.22 of the Desert Hot Springs Zoning Code or Sign Programs. Please be aware that signs may require building permits in addition to sign permits as determined by the Building Official. Please contact the Building Department at 760-329-6411 x253.

SUBMITTAL REQUIREMENTS:

- A. Completed and signed application form.
- B. Fee of \$150 for a Permanent Sign Permit; \$65 for a Temporary Sign Permit; \$2,210 for a Planned Sign Program.
- C. Three (3) copies of complete plans showing the following:
 - a. Site Plan:
 - 1. North arrow and graphic scale.
 - 2. Name and contact information of applicant and sign contractor.
 - 3. Exterior boundaries of the subject property dimensions, adjacent properties and street names.
 - 4. All structures, parking areas, driveways and landscape planters.
 - 5. Location of existing freestanding sign(s) on property, adjacent properties and dimensions.
 - 6. Location of proposed sign(s) and their relation to adjacent buildings, structures, topography and property lines. Future ultimate right-of-way should be indicated.
 - b. Building Elevation Plans:
 - 1. Location of proposed sign(s) on building with dimensions of remaining wall area above, below, and to the sides of the sign(s).
 - 2. Sign dimensions, including letter and sign height, width, depth, design and copy.
 - 3. Location of all lighting proposed (internal and/or external). If sign is non-illuminated, please indicate.
 - c. Monument Signs:
 - 1. Location of proposed monument sign(s) on site with dimensions.
 - 2. Sign dimensions, including letter and sign height, width, depth, design and copy.
 - 3. Location of all lighting proposed (internal and/or external). If sign is non-illuminated, please indicate.
 - d. Detailed Sign Plans:
 - 1. Sign dimensions, including letter and sign height, width, depth, design and copy.
 - 2. Materials, colors and type of lighting (internal and/or external) proposed, if any.
 - 3. Lighting details and specifications. If sign is non-illuminated, please indicate.
 - e. Color board (8 1/2" x 11" maximum) with samples of colors and materials to be used (colored building and sign elevation drawings may be submitted for a color board).
- D. A copy of all drawings in PDF format on a CD.

NOTE: INCOMPLETE APPLICATION SUBMITTALS WILL NOT BE ACCEPTED.