

CITY OF CLOVIS

**SIGN REVIEW APPLICATION
PLANNING DEPARTMENT**

INSTRUCTIONS:

Sign permits are issued by the City's Planning & Development Department. To receive a sign permit, please submit a completed construction permit, three (3) sets of construction plans and specifications, and submittal fee to the City of Clovis Planning Division. Planning and Building staff will use this information to determine if your sign meets the City's Sign Regulations. Incomplete or inaccurate permit applications may delay your sign permit. A letter of authorization by the property owner, authorized agent, must accompany the application.

IF YOU NEED HELP:

For additional information about sign permits and how to obtain them, call (559) 324-2340 or visit the Planning Division. City staff members are available at the public counter to explain the regulations and the steps you must take to get a permit. Our building staff (559) 324-2390 can explain building code requirements, inspections and other building matters.

Applicant's Name: _____ Phone: _____

Applicant's Address: _____

City: _____ St: _____ Zip: _____

Project Name (Store Name): _____

Project Address: _____

Contact Person: _____ email: _____

Applicant's Signature: _____

Please complete sign information on back of this application.

**OFFICE USE ONLY
SIGNS CONFORM WITH CITY SIGN ZONING REGULATIONS**

APN(s): _____ Zoning: _____ Center: _____

Special Planning Seals of Approval: _____ Planning Fee: \$ _____

Approved by: _____ Date: _____

Total Valuation of all Signs: \$ _____

SIGN INFORMATION
(to be completed by applicant)

On-Building Signs

Qty.	Type (can, pan channel, etc...)	Dimensions and Square Footage
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

End of building? Yes _____ No _____ Within 150' from property line? Yes _____ No _____

Lease or building frontage length: _____ Total sign area proposed: _____

Building square footage: _____ Valuation of on-building signs: \$ _____

Remarks: _____

Include detailed drawings of each on-building sign and its placement on the exterior elevations.

Free Standing Signs

Qty.	Type(monument, pole, menu, directional, etc...)	Square Footage	Height
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Corner parcel? Yes _____ No _____ Setback from property line: _____

Street frontage length: _____ Second Street Frontage (if applicable): _____

Illuminated? Internal _____ External _____ Valuation of freestanding signs: \$ _____

Remarks: _____

Include detailed drawings of each freestanding sign and its placement on the site.