



Community Development Department  
 14000 City Center Dr., Chino Hills, CA 91709  
 (909) 364-2740 Fax (909) 364-2795  
 www.chinohills.org

Sign No.: \_\_\_\_\_  
 Final Inspection Date: \_\_\_\_\_  
 Final by (Planner): \_\_\_\_\_

## NON-STRUCTURALLY AFFIXED SIGN APPLICATION

This application applies to non-electrical/non-structural signs such as "foam" signs that do not require a Building Permit.

Application Date: \_\_\_\_\_

### Tenant/Business Information:

Tenant/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

### Applicant Information:

Name: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

### Property Owner/Management Company Authorization:

Company Name: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Rep. Name \_\_\_\_\_ Signature: \_\_\_\_\_

### Proposed Sign Details:

Dimensions:  
 (Height & Length of letters & logo in inches/feet) \_\_\_\_\_

Material(s): \_\_\_\_\_

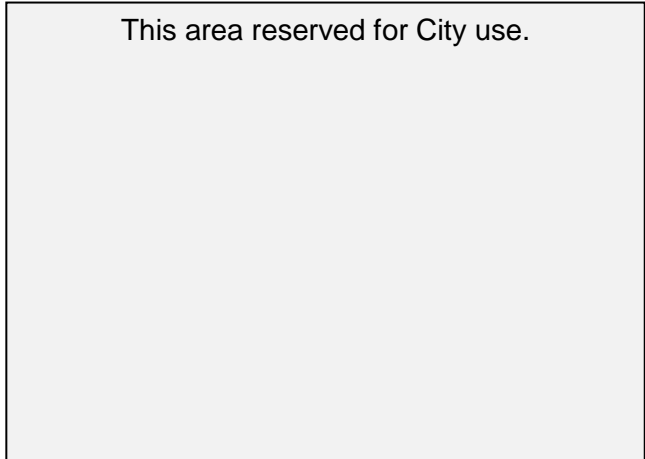
### CONDITIONS OF APPROVAL:

1. A Planning final inspection must be performed upon installation of the approved sign. Planning inspections are scheduled 24 hours in advance by calling (909) 364-2740.
2. The façade shall be repaired, patched and painted as necessary to provide a high quality appearance. There shall be no indication of previous signage.

I hereby certify that I have provided the required submittal documents and agree to comply with the above conditions:

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### SEE REVERSE SIDE FOR SUBMITTAL REQUIREMENTS AND INFORMATION



**SUBMITTAL REQUIREMENTS:** (ALL ITEMS MUST BE INCLUDED AT TIME OF SUBMITTAL)

- COMPLETED** sign application form (attached) for each property/lot where signs are located. Different site locations must be placed on individual applications. All signs on one lot may be included on one application.
- Two (2) colored copies** of sign and elevations showing:
  - a. Dimensions of all signs
  - b. Dimensions of the building/tenant space, especially frontage
  - c. Locations of ALL signs on the building (including existing)
  - d. Material and color
- Two (2) copies** of site plot plan. Include the shopping center, the building, and the tenant space (showing frontage dimension).
- Application fees** – please call for fee amount.
- Signature of Property Owner/Management Company** on the application and sign plans.

**INFORMATION & PROCEDURES:**

1. A permanent sign is defined as any words, letters, emblems, designs, or other marks shown on any metal, painted surface, wood, plaster or other device of any kind or character by which anything is made known and used to attract attention.
2. New permanent signs established in conjunction with a residential, commercial, industrial or private institutional use shall be subject to approval of a sign permit.
3. Signs EXEMPT from permits are as follows:
  - a. Signs located inside a building, courtyard, mall or other similar structure, provided such signs are not conspicuously visible and readable from a public street or adjacent properties not under the same ownership.
  - b. Signs issued or endorsed by a constituted governmental body, public agency, court, person, or officer in performance of a public duty.
  - c. Warning signs and legal notices.
4. Existing and/or non-conforming use signs may be required to show proof of construction permit or supporting documentation to show that they were legally installed.