



**Sign Review (DBMC Section 22.36.040)**

- To ensure compliance with the City's sign standards, a sign permit shall be required in order to erect, move, alter, or reconstruct any permanent or temporary sign, except signs that are exempt from permits in compliance with DBMC Section 22.36.050.

**Section 1: Application Filing Requirements**

- 1. Application Form Parts 1 and 2.
- 2. Submit three folded copies of plans fully dimensioned and drawn to scale indicating the following (Site Plan - engineering scale 1 inch = 10 feet; Elevations - architect scale 1/4 inch = 1 foot):
  - Boundary of property lines;
  - Indicate length of building frontage;
  - Size and location of existing/proposed building;
  - Address and legal description;
  - Location and size of existing sign(s) to remain (Include photographs of existing signs and signs in surrounding areas);
  - Location and size of proposed signs (Include total sign area);
  - Elevation of proposed sign(s). Indicate size, sign copy, type of lettering, colors, materials, and method of installation;
  - Indicate if signs are illuminated, non-illuminated, or use an external lighting source;
  - Cross section detail showing the method of proposed sign attachment to the building exterior (Maximum projection shall be no more than 12-inches); and
  - Submit photographs of site.
- 3. If requesting freestanding sign(s), you must:
  - Indicate the distance between all proposed and existing freestanding sign(s);
  - Indicate distance from proposed sign(s) to rear and side property lines; and
  - Indicate landscaping at base of sign (equal to twice the area of one face of the sign).

**Section 2: Filing Fees**

**Diamond Bar Municipal Code Section 22.44.040 requires an application fee to be submitted with this application. Application fee is a flat fee and is listed in the current fee schedule.**



# Planning Division Application Form Part 1

Community Development Department ~ 21810 Copley Drive ~ Diamond Bar, CA 91765 ~ (909) 839-7030 ~ www.DiamondBarCA.gov

## GENERAL REQUIREMENTS (Print or Type)

Name of Proposed Project:	Case # _____
Location of Project:	FPL # _____
Legal Description of Project (Assessor's Parcel No.):	Deposit /Fee _____
	Receipt # _____
	Date _____
	By _____

Applicant's Name:	Phone Number:
	Fax Number:

Address:

Legal Owner's Name (if different from above):	Phone Number:
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Address:

**Diamond Bar Municipal Code Section 22.44.040 states an application fee must accompany this application. The application fee is either a flat fee or a deposit plus payment of the City's processing costs computed on an hourly basis. If it is a deposit, the applicant shall pay any processing costs that exceed the amount of the deposit prior to issuance of the permit; if processing costs are less than the deposit, a refund will be paid.**

**Type of Review Requested (Please Check All Applicable Boxes)**

- |                                                     |                                                       |                                           |
|-----------------------------------------------------|-------------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Administrative Review      | <input type="checkbox"/> General Plan Amendment       | <input type="checkbox"/> Subdivision      |
| <input type="checkbox"/> Annexation                 | <input type="checkbox"/> Minor Conditional Use Permit | <input type="checkbox"/> Tree Permit      |
| <input type="checkbox"/> Comprehensive Sign Program | <input type="checkbox"/> Minor Variance               | <input type="checkbox"/> Variance         |
| <input type="checkbox"/> Conditional Use Permit     | <input type="checkbox"/> Planned Unit Development     | <input type="checkbox"/> Zone Change      |
| <input type="checkbox"/> Development Review         | <input type="checkbox"/> Plot Plan                    | <input type="checkbox"/> Zoning Clearance |
| <input type="checkbox"/> Development Agreement      | <input type="checkbox"/> Preliminary Review           | <input type="checkbox"/> Other: _____     |
| <input type="checkbox"/> Development Code Amendment | <input type="checkbox"/> Specific Plan Amendment      |                                           |

## Project Description

Detailed Description of Proposed Project (Attach Additional Sheets if Necessary)

## Owner Certification

*I certify that I am presently the legal owner of the above-described property. Further, I acknowledge the filing of this application and certify that all of the above information is true and correct. (If the undersigned is different from the legal property owner, a letter of authorization must accompany the form.)*

Owner		Applicant	
Date:	Signature:	Date:	Signature:
Print Name and Title:		Print Name and Title:	



**Planning Division  
Application Form  
Part 2**

Community Development Department ~ 21810 Copley Drive ~ Diamond Bar, CA 91765 ~ (909) 839-7030 ~ www.DiamondBarCA.gov

**GENERAL REQUIREMENTS (Print or Type)**

Project Location:

Staff Use Only

Case No.

**Applicant:**

Concurrent Case No.

**Contact Person:**

Address:

Phone Number:

Fax:

E-Mail Address:

**Additional Contact Person:** (Please specify name, company, title)

Address:

Phone Number:

Fax:

E-Mail Address:

**Legal Property Owner:**

Address:

Phone Number:

Fax:

E-Mail Address:

**Architect:**

Address:

Phone Number:

Fax:

E-Mail Address:

**Engineer:**

Address:

Phone Number:

Fax:

E-Mail Address:

**Landscape Architect:**

Address:

Phone Number:

Fax:

E-Mail Address: