



CITY OF MORGAN HILL

DEVELOPMENT SERVICES CENTER - PLANNING DIVISION

17575 Peak Avenue Morgan Hill CA 95037 (408) 778-6480 Fax (408) 779-7236
Website Address: www.morgan-hill.ca.gov

**Application and Filing Requirements
for
SIGN PERMIT OR COPY CHANGE**

A. PURPOSE

The Sign Permit process is intended to allow for the review and approval of plans for all signs by the City’s Community Development Department. This process is required prior to the construction, maintenance, display or alteration of a sign pursuant to Section 18.76.030 of the Municipal Code.

B. FILING REQUIREMENTS

1. Complete Sign Application (see section C)
2. **Three (3)** sets of submittal plans (see section D)
3. Filing Fee
4. Refundable Deposit from Applicant for Subdivision Directional Sign

C. SIGN APPLICATION

1. **General Information**

Applicant (Name of Business on sign) _____

Address _____

Phone _____ E-Mail _____

Property Owner _____

Address _____

Phone _____ E-Mail _____

Contractor _____

Address _____

Phone _____ E-Mail _____

For office use only

Date Received: _____ Received By: _____ Date Approved _____ Fees Collected: _____

2. **Project Information**

Name of Business _____

Street Address _____

Assessor's Parcel Number _____

Single Tenant Building *Multi Tenant Building * Shopping Center

*Multi tenant buildings and shopping centers must conform to the Uniform Sign Program on file at the Planning Division. For information on specific Uniform Sign Programs, contact the Planning Division at (408)778-6480

Zoning _____

3. **Sign Information for New signs:**

Number of **new** signs proposed _____

New Sign #1		
___Awning Sign___	Building Attached Sign___	Monument Sign___ Window Sign___ Other
Height _____	Width_____	Area (sf)_____
Internal Illumination <input type="checkbox"/>	External Illumination <input type="checkbox"/>	Non Illuminated <input type="checkbox"/>

New Sign #2		
___Awning Sign___	Building Attached Sign___	Monument Sign___ Window Sign___ Other
Height _____	Width_____	Area (sf)_____
Internal Illumination <input type="checkbox"/>	External Illumination <input type="checkbox"/>	Non Illuminated <input type="checkbox"/>

New Sign #3		
___Awning Sign___	Building Attached Sign___	Monument Sign___ Window Sign___ Other
Height _____	Width_____	Area (sf)_____
Internal Illumination <input type="checkbox"/>	External Illumination <input type="checkbox"/>	Non Illuminated <input type="checkbox"/>

(use additional sheet if necessary)

4. **Sign Information for Existing signs:**

Length (lineal footage) of business frontage facing the street or drive aisle _____

Number of **existing** signs _____

Dimensions of existing sign(s) to remain:

Existing Sign #1		
___Awning Sign___	Building Attached Sign___	Monument Sign___ Window Sign___ Other
Height _____	Width_____	Area (sf)_____
Internal Illumination <input type="checkbox"/>	External Illumination <input type="checkbox"/>	Non Illuminated <input type="checkbox"/>

Existing Sign #2		
___Awning Sign___	Building Attached Sign___	Monument Sign___ Window Sign___ Other
Height _____	Width_____	Area (sf)_____
Internal Illumination <input type="checkbox"/>	External Illumination <input type="checkbox"/>	Non Illuminated <input type="checkbox"/>

Existing Sign #3		
___Awning Sign___	Building Attached Sign___	Monument Sign___ Window Sign___ Other
Height _____	Width_____	Area (sf)_____
Internal Illumination <input type="checkbox"/>	External Illumination <input type="checkbox"/>	Non Illuminated <input type="checkbox"/>

(use additional sheet if necessary)

D. SUBMITTAL PLAN PREPARATION GUIDELINES

1. All plans shall be submitted on **11" x 17"** sheets of paper (or as approved by the Community Development Department).
2. All plans shall be clear, legible and accurately scaled or dimensioned.
3. All plans for sign permits shall contain the following information:
 - a. Detailed elevation of sign(s) both new and existing, showing
 - Dimensions of sign
 - Color
 - Size and letter style of sign copy
 - Size and style of proposed logo
 - Sign materials
 - Method of illumination
 - b. Schematic building elevation showing
 - Dimensions of building frontage
 - Exact location of existing and proposed signage
(Photo (simulations may be submitted for sign copy changes)
 - c. Site plan showing
 - Location of building attached signs (tenant space location)
 - d. Schematic building elevation showing
 - Dimensions of building frontage
 - Exact location of existing and proposed signage
(Photo (simulations may be submitted for sign copy changes)
 - e. Site plan showing
 - Location of building attached signs (tenant space location)
 - f. For Monument signs show the following
 - Exact location of proposed monument sign with setbacks to property lines
 - Easements
 - Dimensions of existing or proposed landscaping
 - Existing improvements to include, structures, parking area, planter areas, etc.
 - Height of sign – defined as the vertical distance, measured from the adjacent street grade or upper surface of the nearest curb of a street other than an elevated roadway, whichever permits the greatest height, to the highest point of the sign
 - f. Installation detail showing cross section through the sign and specifications of hardware and materials.

Property Owner Signature _____ Date _____

Print Name _____

If an agent of the legal owner is signing, a letter of authorization from the legal owner must be submitted with this application