



**CITY OF ALISO VIEJO**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
 PLANNING SERVICES DIVISION  
 12 JOURNEY, SUITE 100  
 ALISO VIEJO, CA 92656  
 Phone: (949) 425-2525

# Sign Permit Application

**FORM  
PS-230**

**1. Sign Description:** (AVMC Section 15.34.140 and 15.34.150)  
**Check all that apply:**

<input type="checkbox"/> Building-mounted, Building Identification	<input type="checkbox"/> Directory
<input type="checkbox"/> Building-mounted, Tenant ID	<input type="checkbox"/> Free-Standing Monument
<input type="checkbox"/> Cinemas/Live Theaters	<input type="checkbox"/> Gas Station
<input type="checkbox"/> Civic Activities	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Community Sign	<input type="checkbox"/> Other: _____

Project Address / Location:	Project Case No. / Permit - For City Use Only
Business/Community Name:	Existing Zone Designation:

**2. Submission Requirements:**

<input type="checkbox"/> Site Plan	<input type="checkbox"/> Illumination Details
<input type="checkbox"/> Building Elevations with location of proposed signage (if applicable)	<input type="checkbox"/> Property Owner Authorization Letter (if applicable)
<input type="checkbox"/> Sign Graphics	<input type="checkbox"/> Property Management/HOA approval (if applicable)

**SIGN 1**

Sign Dimension (width):	Sign Dimension (height):	Sign Dimension (depth):	Sign Area (square footage):
Lighting: ___ Yes ___ No (If yes, please attach lighting information)	Monument Sign: ___ Yes ___ No Height (from finished grade): ___	Logos/Trademarks: ___ Yes ___ No	Is proposed sign double-sided? ___ Yes ___ No
Description:			

**SIGN 2**

Sign Dimension (width):	Sign Dimension (height):	Sign Dimension (depth):	Sign Area (square footage):
Lighting: ___ Yes ___ No (If yes, please attach lighting information)	Monument Sign: ___ Yes ___ No Height (from finished grade): ___	Logos/Trademarks: ___ Yes ___ No	Is proposed sign double-sided? ___ Yes ___ No
Description:			

**SIGN 3**

Sign Dimension (width):	Sign Dimension (height):	Sign Dimension (depth):	Sign Area (square footage):
Lighting: ___ Yes ___ No (If yes, please attach lighting information)	Monument Sign: ___ Yes ___ No Height (from finished grade): ___	Logos/Trademarks: ___ Yes ___ No	Is proposed sign double-sided? ___ Yes ___ No
Description:			

**MONUMENT SIGN(S)**

In addition to the signs identified above, are there any panel replacements proposed to be installed on an existing monument sign?  
 \_\_\_ Yes \_\_\_ No (If yes, include in sign plans.)

Please attach additional sheets as necessary.



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**Pursuant to AVMC Section 15.34.120, Computation of Sign Area**

Sign area shall be determined as follows:

1. *Distinct Border or Boundary.* For signs with a distinct border or boundary, the sign area shall be computed as the entire surface within the border, boundary, sign board, or sign face.
2. *No Distinct Border or Boundary.* For signs with no distinct border or boundary, the sign area shall be calculated by a simple rectilinear figure which contains all of the lettering or illustration on such sign.
3. *Double-Sided Sign.* The sign area of signs which have two identical faces, arranged back to back in parallel planes, shall be computed for one side only.
4. *Multiple-Sided Sign.* The sign area of signs which have more than one side but are not double-sided signs have a sign area equal to the sum of all sides.

<b>3. Property Owner:</b>		<b>4. Authorized Agent:</b> (if different from property owner)	
Name:		Name:	
Address:		Address:	
City/State/Zip:		City/State/Zip:	
Telephone:	Telephone:	Telephone:	Telephone:

**Property Owner signature to authorize agent filing:**

(letter may be attached in lieu of a signature)

**5. CERTIFICATION:**

As the **Property Owner** or **Applicant/Agent** filing this request, I hereby certify that I acknowledge, understand, and concur with the following statements:

- (a) I am responsible for knowing and complying with government policies and regulations applicable to the proposed development and/or permit. The City is not liable for any damages or loss resulting from the actual or alleged failure to inform the applicant of any applicable laws or regulations. City approval of a permit application, including all related plans and documents, is not a grant of approval to violate any applicable policy or regulation, nor does it constitute a waiver by the City to pursue any remedy which may be available to enforce and/or correct violations of the applicable polices and regulations.
- (b) The information I have presented in this form and the accompanying materials is true and correct to the best of my knowledge. I also understand that additional data and information may be required prior to final action on this application.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Staff Use Only**

Subject to Sign Program? ___ Yes ___ No	Sign location complies with approved site plan? ___ Yes ___ No ___ NA
Sign Program: _____	
Sign complies with maximum height limits? ___ Yes ___ No ___ NA	Sign complies with letter height restrictions? ___ Yes ___ No ___ NA
Sign complies with sign area limits? ___ Yes ___ No ___ NA	Sign complies with illumination standards? ___ Yes ___ No ___ NA
Sign complies with color/material standards? ___ Yes ___ No ___ NA	Other signs on the building? ___ Yes ___ No ___ NA
Building Review? ___ Yes ___ No	Building Permit No.: _____
<input type="checkbox"/> Planning Fee Collected	Notes:

**Approved By:**

Print Name:	Signature:	Date:

\*Posted fees include 5% technology fee.