CITY OF SEASIDE

Resource Management Services | Planning Division
Master Sign Permit Application

MSP-19-_____

File # _____

— TO BE COMPLETED BY APPLICANT —

Project Address or Location: _____ **APN**: _____

Project Description (attach if needed): _____

_____

_____

Applicant / Primary Contact:

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Contact: _____ Email: _____

Property Owner:

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Contact: _____ Email: _____

Property Owner's Statement: "By my signature, I hereby certify that I am the legal owner of record of the property identified in this application and that I approve of the requested action herein. I further certify that all data, information, plans and evidence submitted as part of this application is true and correct to the best of my knowledge."

Signature: _____ Date: _____

Submittal Requirements

1. **Plan Sets** - All plans shall be accurate and clearly drawn to scale on a minimum size of 18"x24" and up to a maximum size of 24"x36" using either an engineer's or architect's scale. **Six (6) full-size plan sets** and **one (1) reduced set (11"x17")** shall be submitted with this application for initial review. Reduced plans may be submitted electronically in PDF format. If plan revisions are requested, planning staff will inform you if additional plan sets are required.

2. **Sign Description** - Provide the total existing and proposed sign area in square feet. Each face of dual-faced sign is included in the total sign area. Refer to the City's Zoning Code for sign area calculations.

3. **Sign Detail** - Provide a true-color sign detail drawn to scale. Include the method of illumination and attachment.

4. **Site Plan and Elevation** - Provide an accurately scaled site plan of the subject property and elevation of the structure where the proposed sign is to be affixed. Include the location and dimensions of all structures and locations of all proposed and existing signs, and linear wall feet of all building street frontages. Include the dimensions from any proposed freestanding signs to adjacent property lines.

5. Additional information as requested by Staff following initial review of the project.

Fees As Per Approved Fee Schedule

— TO BE COMPLETED BY STAFF —

☐ *Face Change* (administrative approval)   ☐ *Master Sign Program*

☐ *Fixed Sign* (BAR approval)   ☐ *Temporary Sign*

          ☐ *Nonconforming Signs* - exception request

Fee Collected: _____ Receipt #: _____ Accepted By: _____ Date Accepted: _____