



# City of Desert Hot Springs

65950 Pierson Blvd. • Desert Hot Springs, CA 92240  
Telephone (760) 329-6411 x 258 [www.cityofdhs.org](http://www.cityofdhs.org)

OFFICE USE ONLY	
Case No.	
Fee	\$
Related Apps.	
Accepted By	

## SIGN PERMIT APPLICATION

**SIGN PERMIT APPLICATIONS** are reviewed pursuant to Section 17.44 of the Zoning Code. The purpose of the review is to ensure that signs (1) protect the general public health, safety, welfare, viewsheds and aesthetic values of the community; (2) assure the implementation of community design standards consistent with the General Plan; (3) promote the community's appearance by regulating the design, character, location, type, quality of materials, scale, color, illumination, and maintenance of signs; (4) place limits on signs which provide direction and orientation for businesses and activities; (5) promote signs that identify uses and premises without confusion; and (6) reduce possible traffic and safety hazards through good signage.

- Check here if requesting a Permanent Sign Permit
- Check here if requesting a Temporary Sign Permit (30 Days/120 Days)
- Check here if requesting a Sign Program

APPLICANT: \_\_\_\_\_  
(please print)

MAILING ADDRESS: \_\_\_\_\_ Phone No. \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ Fax No. \_\_\_\_\_

PROPERTY OWNER (if different): \_\_\_\_\_  
(please print)

MAILING ADDRESS: \_\_\_\_\_ Phone No. \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ Fax No. \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

LEGAL DESCRIPTION (Lot & Tract or A.P.N.): \_\_\_\_\_

TYPE OF SIGN(S) REQUESTED:

- WALL     CANOPY     MONUMENT     FREESTANDING     PROJECTING
- WINDOW     REFACE EXISTING SIGN     MASTER SIGN PROGRAM     OTHER

SIGN DIMENSIONS: \_\_\_\_\_

BUILDING OR LEASE SPACE LENGTH: \_\_\_\_\_

SIGN AREA PROPOSED: \_\_\_\_\_

SIGN AREA ALLOWED: \_\_\_\_\_

ADDITIONAL DESCRIPTION: \_\_\_\_\_

ILLUMINATION: \_\_\_YES \_\_\_NO INTERNALLY: \_\_\_YES \_\_\_NO

EXISTING LAND USE OF PROPERTY: \_\_\_\_\_

EXISTING ZONING OF PROPERTY: \_\_\_\_\_

SURROUNDING USES:

NORTH: \_\_\_\_\_

SOUTH: \_\_\_\_\_

EAST: \_\_\_\_\_

WEST: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_  
(please print)

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME OF PROPERTY OWNER: \_\_\_\_\_  
(please print)

SIGNATURE OF PROPERTY OWNER(S) IF NOT SAME AS APPLICANT:

\_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

*(Property owner signature will require notarization)*

**NOTE: FALSE OR MISLEADING INFORMATION GIVEN IN THIS APPLICATION  
SHALL BE GROUNDS FOR DENIAL**

**CITY OF DESERT HOT SPRINGS**  
**SIGN PERMIT SUBMITTAL REQUIREMENTS**

**GENERAL:**

Sign permit applications, unless expressly exempted, shall be submitted to the Planning Department for review prior to the placing, erecting, moving, reconstructing or replacing (including sign copy) any sign in the city to determine conformance with Chapter 159.22 of the Desert Hot Springs Zoning Code or Sign Programs. Please be aware that signs may require building permits in addition to sign permits as determined by the Building Official. Please contact the Building department at (760) 329-6411, ext. 253.

**SUBMITTAL REQUIREMENTS:**

- A. Completed and signed application form.
- B. Fee of \$50.00 for a Permanent Sign Permit; \$65.00 for a Temporary Sign Permit; \$1,515.00 for a Planned Sign Program.
- C. Three (3) copies of complete plans showing the following:
  - a. Site Plan:
    - 1. North arrow and graphic scale.
    - 2. Name and contact information of applicant and sign contractor.
    - 3. Exterior boundaries of the subject property dimensions, adjacent properties and street names.
    - 4. All structures, parking areas, driveways and landscape planters.
    - 5. Location of existing freestanding sign(s) on property, adjacent properties and dimensions.
    - 6. Location of proposed sign(s) and their relation to adjacent buildings, structures, topography and property lines. Future ultimate right-of-way should be indicated.
  - b. Building Elevation Plans:
    - 1. Location of proposed sign(s) on building with dimensions of remaining wall area above, below, and to the sides of the sign(s).
    - 2. Sign dimensions, including letter and sign height, width, depth, design and copy.
    - 3. Location of all lighting proposed (internal and/or external). If sign is non-illuminated, please indicate.
  - c. Monument Signs:
    - 1. Location of proposed monument sign(s) on site with dimensions.
    - 2. Sign dimensions, including letter and sign height, width, depth, design and copy.
    - 3. Location of all lighting proposed (internal and/or external). If sign is non-illuminated, please indicate.
  - d. Detailed Sign Plans:
    - 1. Sign dimensions, including letter and sign height, width, depth, design and copy.
    - 2. Materials, colors and type of lighting (internal and/or external) proposed, if any.
    - 3. Lighting details and specifications. If sign is non-illuminated, please indicate.
  - e. Color board (8-1/2" x 11" maximum) with samples of colors and materials to be used (colored building and sign elevation drawings may be submitted for a color board).
- D. A copy of all drawings in PDF format on a CD.

***NOTE: INCOMPLETE APPLICATION SUBMITTALS WILL NOT BE ACCEPTED.***