



# CITY OF HIGHLAND

27215 Base Line, Highland, CA 92346  
Telephone (909) 864-8732 FAX: (909) 862-3180

## COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

### SIGN REVIEW APPLICATION

#### REQUESTED REVIEW

(Please check all boxes that apply to you)

- |  |   |
|--|---|
| <input type="checkbox"/> <b>\$280.00</b> Flat Fee for Major Sign Review<br>(Sign Program)                      | <input type="checkbox"/> <b>\$105.00</b> Flat Fee for Minor Sign Review<br>(New Sign) |
| <input type="checkbox"/> <b>\$26.25</b> (25% of Minor Sign Review Fee) Change of face copy of an existing sign |   |

#### **CHECKLIST:** (All items must be included at the time of filing)

1. **One (1) copy** of Land Use Application Form.
2. **Ten (10) copies** of completed Sign Questionnaire (attached).
3. **Ten (10) prints** of a plot plan. (See attached plot plan checklist.) Fold plans accordion style 8" x 10 1/2" size.
4. **Ten (10) prints** of a dimensioned Sign Plan show size, color and materials of all signs.
5. **One (1) Reduced Site Plan and Sign Plan (8 1/2" x 11")**

## Plot Plan Checklist

A plot plan is a drawing to scale, on one sheet of paper (Minimum 18" x 24") of the entire land parcel showing buildings, improvements, other physical features and all dimensions. All items listed below must be on the lot plan. Any items left off may cause delays in your project.

ATTACHMENTS ARE NOT ACCETABLE.

1. Names, addresses and telephone numbers of the Record Owner, Applicant, and the person preparing the map.
2. Names, addresses and telephone numbers of: a) water company, b) sewage disposal, c) electric, d) gas, e) telephone. If no utility company, state method of supply.
3. COMPLETE legal description of the property involved. Include assessor parcel number. If a portion of a large parcel is being developed, include a description of that portion.
4. Identify type of project in detail, including the use of each existing and proposed structure.
5. North point, date of drawing and scale. Use an ENGINEERS SCALE (i.e., 1" to 10') The direction of the "north" arrow should be shown pointing towards the top of the Plot Plan.
6. Location, names, widths of boundary streets, and recorded road, utility, or drainage easements on property. Where none exist indicate by a note that no easements exists. If property is not on a road or easement show access to property.
7. Dimension of property line or boundary lines of project.
8. Zone District classification and type of development o all adjacent property including a c r o s s any streets.
9. Vicinity Map showing location of project.
10. Any proposed identification sign is to be shown scaled and dimensioned on the plot plan, including the proposed "copy" on the sing. Include distance from both top and bottom of sign to grade. Refer to Development Code for detail information on type and size of sign.
11. Show distance from property lines of all existing and proposed structures, including but not limited to power poles, fences, trash enclosures, signs, curbs, driveways, and sidewalks in relation to other structures. Indicate existing structures that are to be removed or remain.
12. Indicate height, dimension, square footage and number of stories, including basements, of all existing and proposed structures, including but not limited to power poles, fences, trash enclosures, towers and swimming pools etc.
13. Refer to the Development Code for the number of required parking spaces, aisle/driveway width and surface requirements for your project.

Show parking areas in detail include:

- a. Each regular parking spaces shall be a minimum of nine feet (9') x nineteen feet (19').
- b. Each compact car parking space shall be a minimum of seven and one-half (7 1/2') x fifteen (15'). Compact car spaces may be used for up to forty percent (40%) of the required spaces.
- c. Handicapped parking spaces as required by State law shall be located near as near to main entrance as practicable. The space shall be a minimum of fourteen feet (14") x nineteen feet (19').
- d. One (1) loading zone, a minimum of ten feet (10') x twenty feet (20'), is required for each commercial, industrial, or institutional use. One (1) loading zone per 5,000 square feet of building floor area, maximum of four (4) spaces per use.
- e. Show dimension, type of parking spaces, aisle/driveway widths and directional arrows indicating the flow of traffic.
- f. Indicate the existing and proposed type of surfacing for parking area and aisle/driveways.

14. Show the method or formula by which you computed the number of spaces required for each use: a) Indicate the number of spaces required for each use b) Indicate the number of spaces proposed, as well as the minimum number of spaces required.

15. The accurate contour of the land at intervals of not more than two feet (2') if the general slope of the land is less than ten percent (10%), or not more than five feet (5') if the general slope of the land is more than ten percent (10%). Topo to be obtained by aerial or field survey, done under the supervision of Land Surveyor, or Registered Engineer, or Registered Landscape Architect.

16. Compute all building coverage, impervious surface, landscaping, open space, and sign area requirements.

17. Show location, size and type of all trees six inches (6") or greater in diameter. If no trees, indicate by a note that no trees exist.

18. Reduced Site Plan (8 1/2" X 11")



# CITY OF HIGHLAND

27215 Base Line, Highland, CA 92346  
Telephone (909) 864-8732 FAX: (909) 862-3180

## COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

### LAND USE APPLICATION

1. APPLICANT: \_\_\_\_\_ TEL #: \_\_\_\_\_

2. MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

3. ASSESSOR'S PARCEL NUMBER: \_\_\_\_\_

4. SITE ADDRESS: \_\_\_\_\_

5. REPRESENTATIVE INFORMATION:

NAME: \_\_\_\_\_ TEL#: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

6. APPLICATION TYPE: (Mark all applicable types):

- |                                    |       |                                  |       |                            |       |
|------------------------------------|-------|----------------------------------|-------|----------------------------|-------|
| General Plan Amendment             | _____ | Zone Change                      | _____ | Development Code Amendment | _____ |
| Conditional Use Permit             | _____ | Variance                         | _____ | Specific Plan Review       | _____ |
| Design Review                      | _____ | Tentative Tract                  | _____ | Parcel Map                 | _____ |
| Development Agreement              | _____ | Lot Line Adjustment              | _____ | Planned Development Agree. | _____ |
| Revisions                          | _____ | Sign Review                      | _____ | Environmental Review       | _____ |
| Tree Removal/<br>Relocation Permit | _____ | Outdoor Sales/<br>Display Permit | _____ | Planned Unit Development   | _____ |
|                                    |       |                                  |       | Other _____                | _____ |

7. FEE (See specific application form for filing fee)

8. Signature: I certify under penalty of perjury that I am the Legal Owner(s) (all individuals must sign as their names appear on the property deed), or Owner's Legal Agent and that the foregoing is true and correct.

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

(FOR OFFICE USE ONLY)

FILE NO.: \_\_\_\_\_ FILING DATE: \_\_\_\_\_ FEE: \_\_\_\_\_



# CITY OF HIGHLAND

27215 Base Line, Highland, CA 92346  
Telephone (909) 864-8732 FAX: (909) 862-3180

## COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

### SIGN QUESTIONNAIRE

1. PROPERTY OWNER'S NAME: \_\_\_\_\_

\_\_\_\_\_

2. BUSINESS NAME AND LOCATION: \_\_\_\_\_

\_\_\_\_\_ ( )

(Street Address)

(City)

(Zip Code)

(Phone)

3. TOTAL NUMBER AND TYPES OF SIGNS CURRENTLY ON-SITE: \_\_\_\_\_

\_\_\_\_\_

#### 4. SIGN INFORMATION

NUMBER OF SIGNS REQUESTED:

BUILDING MOUNTED: \_\_\_\_\_

MONUMENT SIGN: \_\_\_\_\_

OTHER: \_\_\_\_\_

5. LOCATION OF PROPOSED SIGN(S): \_\_\_\_\_

\_\_\_\_\_

6. SIZE OF EACH PROPOSED SIGN(S): \_\_\_\_\_

\_\_\_\_\_