



# 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

**\$2,210** Flat fee for Major Sign Review  
(Sign Program)

**\$130.00** Flat fee for Minor Sign Review  
(New Sign)

**\$32.50** Change of sign face copy  
(Existing Sign)

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

1. **One (1) copy** of Land Use Application Form. All owners must sign the Application Certificate. The Notarized Power of Attorney must contain names of all owners, if applicable. All Applications need to have original signatures upon submittal with property owner signature.
2. **Three (3) copies** of completed sign questionnaire (attached).
3. **One (1) Reduced Site Plan (8 1/2" x 11")**.
4. **Three (3) sets** of a plot plan, dimensioned sign plan, building elevations with proposed sign size and location, materials and colors of sign and sign installation details. See attached plot plan checklist (Minimum 11x17 plans)

## Plot Plan Checklist

A plot plan is a drawing to scale, on one sheet of paper (Minimum 11x17) of the entire land parcel showing buildings, improvements, other physical features and all dimensions. All items listed below must be on the plot 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. 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.
3. Identify type of project in detail.
4. 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.
5. 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.
6. Dimension of property line or boundary lines of project.
7. Zone District classification and type of development on all adjacent properties including across any streets.
8. Vicinity Map showing location of project.
9. **Any proposed identification sign is to be shown scaled and dimensioned on the plot plan, including the proposed "copy" on the sign. Include distance from both top and bottom of sign to grade. Refer to Development Code for detail information on type and size of sign.**
10. 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.
11. 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.
12. 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.
13. 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.
  14. 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.
  15. Compute all building coverage, impervious surface, landscaping, open space, and sign area requirements.
  16. 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.
  17. Reduced Site Plan (8 1/2" X 11")



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### LAND USE APPLICATION

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

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

3. EMAIL ADDRESS: \_\_\_\_\_

4. SITE ADDRESS & ASSESSORS PARCEL NUMBER: \_\_\_\_\_

5. BRIEF PROJECT DESCRIPTION:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. REPRESENTATIVE INFORMATION:

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

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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

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

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

\_\_\_\_\_  
Print Name

(FOR OFFICE USE ONLY)

FILE NO.: \_\_\_\_\_

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

FEE: \_\_\_\_\_



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## COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

### APPLICATION CERTIFICATE

NOTE: All owners of record must sign this Certificate. List Assessor's Parcel Number(s) of the project property:

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List Assessor's Parcel Number(s) of all property contiguous to the project property which is owned or beneficially controlled by the individual(s) signing this Certificate:

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The undersigned owner(s) or officer(s) in the organization owning the lands for which this application is made, states that he or the organization is aware the application is being filed with the City of Highland Planning Division, and certifies under penalty of perjury the information contained in this application is true and correct.

I (We) further agree that if any such information proves to be false or incorrect, the City of Highland and any special purpose or taxing district affected thereby are and shall be release from any liability incurred if a Certificate of Compliance is or has been issued on basis of this application. I understand that under such circumstances any such certificate shall be null and void and shall be returned to the City for cancellation.

Any persons signing wit Power of Attorney for others must print the names of those individuals in the signatures block and attach a certified copy of the Power of Attorney.

\_\_\_\_\_  
Signature of Legal Agent/Power of Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registration No.

(If Registered Engineer/Licensed Land Surveyor)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print) Owner(s) of Record

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print) Owner(s) of Record

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print) Owner(s) of Record

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Signature

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Date