



**City of Ontario  
Planning Department**  
303 East "B" Street  
Ontario, CA 91764  
Phone: (909) 395-2036  
Fax: (909) 395-2420

# *Sign Plan Application*

## **WHAT IS A SIGN PLAN?**

A Sign Plan is a set of drawings that describe, in detail, how a sign is proposed to be constructed and placed on a particular property.

## **WHY IS A SIGN PLAN REQUIRED?**

The City recognizes the need for signs as a means to identify businesses within the community, and further recognizes that signing is an important design element of the physical environment. The City is committed to preserving and improving its appearance and is striving to provide an economically stable and visually attractive community through site planning, building design, landscaping and signing.

When properly designed, a sign can be pleasing and can harmonize with physical character of its environment. Poorly designed signs, however, detract from the city's aesthetic value, can result in a reduction in property values and in some cases, can present a hazard to both pedestrians and motorists.

The City is committed to preserving its aesthetic value, assuring the health and safety of its residents, and to preserving and maintaining property values. To this end, the Ontario City Council has adopted regulations governing the placement, number, size and design of signs in the City. The implementation of these regulations is ensured through the Sign Plan Application process.

## ***FILING REQUIREMENTS***

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1. Completed Sign Plan Application.
2. Three (3) color copies of the sign plan, including the following information:
  - a. A site plan showing the location of all proposed signs.
  - b. Exterior building elevations showing the location of all proposed wall signs.
  - c. A fully dimensioned elevation drawing of all proposed signs, describing the sign length, width, depth, letter height, materials and colors.
  - d. A cross section showing how the sign will be attached to the building.
  - e. Signature of the approving agent (i.e., landlord/property owner, developer, property manager).
3. Photographs of the site, existing signs and proposed sign locations.
4. Provide a copy of the current business license or business license number on the application for the site tenant.
5. Filing fee.



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# Sign Plan Application

## APPLICANT/OWNER INFORMATION

Business Name \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
 Business License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Applicant: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Applicant's Representative: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
 Email: \_\_\_\_\_

<i>Staff Use Only</i>	
<i>File No.:</i>	_____
<i>Related Files:</i>	_____
<i>Submittal Date:</i>	_____
<i>Rec'd By:</i>	_____
<i>Fees Paid: \$</i>	_____
<i>Receipt No.:</i>	_____
<i>Action:</i>	
<input type="checkbox"/> <i>Approved</i>	<input type="checkbox"/> <i>Denied</i>
<i>By:</i>	_____
<i>(Historic) By:</i>	_____
<i>Date:</i>	_____

## SITE INFORMATION

Site Address (include N, S, E or W): \_\_\_\_\_  
 Assessor's Parcel No.: \_\_\_\_\_ Zone: \_\_\_\_\_  
 Euclid Avenue Overlay District?  Yes  No      Downtown District?  Yes  No  
 Frontages: Site—Front: \_\_\_\_\_ Building/Space—Front: \_\_\_\_\_  
 Site—Side (Corner Lot): \_\_\_\_\_ Building/Space—Side (Corner Lot): \_\_\_\_\_  
 Building/Space—Rear (public entrance from alley/parking lot): \_\_\_\_\_

## PROPERTY OWNER ACKNOWLEDGEMENT (Completion of this section is required only if the applicant is a renter)

I hereby certify and say that I am the owner/authorized agent of the real property involved in this application and do hereby consent to the filing of this Sign Permit application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name (print or type): \_\_\_\_\_  
 Address: \_\_\_\_\_

## EXISTING/PROPOSED SIGNS

	<i>Wall Signs (Area in Sq-Ft)</i>	<i>Freestanding Signs</i>		<i>Other Signs (i.e.: center ID, freeway, etc.)</i>
		<i>Area (Sq-Ft)</i>	<i>Height</i>	
Existing				
Proposed				
Code Limits (max. allowed)				