



City of Temecula

41000 Main Street
P.O. Box 9033
Temecula, California 92589-9033
PHONE: (951) 694-6400
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SIGN PROGRAM or SIGN PROGRAM AMENDMENT

Introduction

This handout summarizes Temecula's Sign Program and Sign Program Amendment Application requirements. Sign Program requirements are specified in Section 17.28.080 of the Development Code.

What is the Purpose of the Sign Program/Amendment Application?

The purpose of a Sign Program is to establish comprehensive sign guidelines and standards for certain types of developments that ensure all proposed signs are in harmony with other on-site signs, buildings and surrounding developments. Sign Program Amendments are intended to allow staff to review proposed modifications to existing sign programs

When is a Sign Program required?

- Whenever five (5) or more temporary and/or permanent signs (not including signs exempt from permits) are proposed for a single tenant development occupying and entire parcel;
- Whenever two (2) or more businesses are proposed in a multi-tenant development;
- Whenever wall signs are proposed on buildings with three (3) stories or more, or on buildings with heights greater than 32 feet;
- Whenever the development contains a historic structure.

When is a Sign Program Amendment required?

- Whenever a modification is proposed to an existing Sign Program.

How do I apply?

By submitting an application and processing fee. The Planning Department, with input from other departments, will review the application. Most

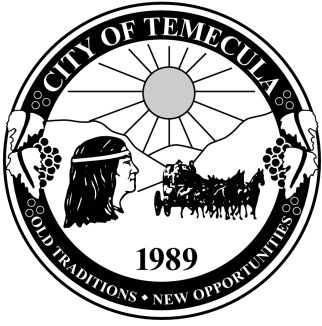
applications for a sign program must accompany a Development Plan through its approval process. Some applications for Sign Programs are decided at the Planning Director level while others are tied to project development, such as multi-tenant sites, which will be decided upon by the Planning Commission.

What are the Criteria for Approval?

- The proposed signs enhance the development, and are in harmony with, and visually related to: All of the signs included in the Sign Program. This shall be accomplished by incorporating several common design elements such as materials, letter style, colors, illumination, sign type, or sign shape; the buildings and/or the developments they identify by utilizing materials, colors, or design motifs included in the building being identified; and, surrounding development by not adversely affecting surrounding land uses or obscuring adjacent approved signs;
- The Sign Program accommodates future revisions which may be required due to changes in building tenants; and,
- The proposed Sign Program satisfies the intent of this Chapter, in that the Sign Program complies with all the regulations of this Chapter, except that flexibility is allowed with regard to sign area, number, location, and height. Further, to the extent the Sign Program does not comply with the requirements of this Chapter as to sign area, number, location, and height, the proposed Sign Program enhances the development and more fully accomplishes the objectives of this Chapter.

Where can I review General Plan, Design Guidelines and Development Code?

Documents are located at the Planning office and on the web at www.cityoftemecula.org.



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Date Stamp

SIGN PROGRAM / SIGN PROGRAM AMENDMENT APPLICATION

**PROJECT INFORMATION
(INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED)**

Application Type (Check One)

- Sign Program Sign Program Amendment

Project Title: _____

Project Description/Use: _____

Assessor's Parcel No(s): _____

Legal Description (Tract, lot no.): _____

Street Address(es): _____

General Location: _____

ADDITIONAL PROJECT INFORMATION

Overall Project Square Footage: _____

Zoning: _____ General Plan: _____

Gross Acreage: _____ No. of Units: _____ No. of Lots: _____

Related Cases: _____

Proposed Project Phasing: _____

APPLICANT/REPRESENTATIVE/OWNER INFORMATION

APPLICANT/REPRESENTATIVE _____ **CONTACT** _____
LAST FIRST MI.

PHONE NO. _____ FAX NO. _____

ADDRESS _____
STREET CITY STATE ZIP

E-MAIL _____

I certify that all filing requirements have been satisfied for my application. I further understand that an incomplete application will result in delays to the processing of my application.

Applicant's Signature _____ **Date:** _____

PROPERTY OWNER _____
LAST FIRST MI.

PHONE NO. _____ FAX NO. _____

ADDRESS _____
STREET CITY STATE ZIP

E-MAIL _____

Owner Certification

I certify under the penalty of the laws of the State of California that I am the property owner of the property that is the subject matter of this application and I am authorizing to and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Temecula, if any, may result in restrictions, limitations and construction obligations being imposed on this real property.

Owner/Authorized Agent Signature: _____ **Date:** _____

Print Name: _____

Written authorization from the legal property owner is required. An authorized agent for the owner must attach a notarized letter of authorization from the legal property owner.

SIGN PROGRAM/SIGN PROGRAM AMENDMENT APPLICATION SUBMITTAL REQUIREMENTS

Initial Submittal Requirements	Sign Program	Sign Program Amendment
Wet Signed Application and Filing Fee	1	1
Colored Building Elevations on Which Signs shall be placed (Described in Section A)	5	5
Colored Freestanding Sign Elevations (Described in Section B)	5	5
Comprehensive Color and Material Schedule for all Proposed Signs (Described in Section C)	5	5
Site Plan Showing all Freestanding and On-Building Signage (Described in Section D)	5	5
Sign Guidelines (Described in Section E)	5	5

Submittal Requirements Prior to Hearing	Sign Program	Sign Program Amendment
Public Hearing Information (If Required) (Described in Exhibit F)	1	-
8 1/2"x11" reduction of all exhibits	8	-
Developer Disclosure Statement (attached)	1	

PLAN PREPARATION AND GUIDELINES

A site plan shall be submitted showing all potential signs, locations, and sign types. All plans shall be drawn on uniform sheets no more than 8 1/2" x 11" (or as approved by the Community Development Department). All plans shall be clear, legible and accurately scaled. The elevation plan, floor plan, landscape plan, and product placement plan should all be at the **same** scale.

Sign Criteria shall be submitted on 8 1/2" X 11" to be placed in binder at front counter and in file.

SECTION A. COLORIZED BUILDING ELEVATIONS

Scale: Architectural scale no less than 3/16".

- Illustrative dimensioned colorized building elevations showing proposed location of all on-building signage
- Number of stories
- Height of building
- A specific schedule of colors and materials for each sign on the elevation (which corresponds to the comprehensive color and material schedule and specific location of their use)
- Type and design of sign illumination
- Location and design of building addresses

SECTION B. COLORIZED FREESTANDING SIGN ELEVATIONS

Scale: Architectural scale no less than 3/16 ".

- Illustrative dimensioned sign elevations showing front and end view of freestanding signs
- A specific schedule of colors and materials for each freestanding sign (which corresponds to the comprehensive color and material schedule and specific location of their use)
- Type and number of plantings to be placed at the base of the sign
- Type and design of sign illumination

SECTION C. COMPREHENSIVE COLOR AND MATERIAL SCHEDULE

- Small samples or photographs of all sign colors used onsite including letter faces, surrounds, trim and background colors. Samples should be accompanied with manufacturer's name and identification number.
- Small samples or photographs of all exterior building materials used in the construction of freestanding signs. Samples should be accompanied with product name and manufacturer's name.

SECTION D. SITE PLAN

Scale: Engineering scale not to exceed 1"=40'.

The following information shall be included on the plan:

- Graphic scale and north arrow
- Location of all proposed buildings, paved surfaces, walls/fences, curbs and sidewalks
- Location of all proposed landscape areas
- Typical wall sign locations
- All freestanding sign locations
- Distance between freestanding signs along street frontages
- Detail of landscaped area around base of freestanding signs including size, type and numbers of plantings proposed
- Graphically indicate all vehicle sight lines for freestanding signs

SECTION E. SIGN GUIDELINES

The following items/information shall be provided in the sign guidelines:

- Table of contents
- Definition of terms
- Required signs
- Prohibited signs
- Sign types (wall, monument, center identification, multi-tenant)
- Maximum sign areas
- Maximum sign height (letters & logo)
- Maximum sign lengths
- Required letter styles
- Required sign colors
- Maximum quantity of specific signs
- Required illumination
- Required sign shape
- Required sign materials
- Explanation of incorporation of several common design elements such as materials, letter style, colors, illumination, sign type or sign shape
- Explanation of how signs enhance the development, building architecture and surrounding land uses
- Accommodation for future revisions that may be required due to changes in building tenants

SECTION F. PUBLIC HEARING REQUIREMENTS

The following information may be obtained by requesting a "Radius Package" from a title insurance company.

The following items will be required prior to scheduling the application for public hearing:

1. **TWO** identical packages to be inserted in separate 9 1/2" x 12 1/2" manila envelopes. These envelopes shall indicate the case number and the word "labels," and shall contain the following:
 - a. One typed set of gummed labels (**30 labels per sheet**) indicating all the property owners' names and the mailing addresses that are within a 600-foot radius of the exterior of the proposed tract boundaries (this list shall be ascertained from the last equalized assessment roll). The Planning Application Number shall be located on all label sheets.

***A minimum of the 30 nearest individual property owners (persons owning multiple properties shall only be counted once) shall be provided. Applicant is responsible for crossing out all duplicate labels.**
 - b. A photocopy of the aforementioned labels
 - c. One label for the representative/engineer
 - d. One label for the owner
2. Four typed sets of gummed labels of the owner, engineer, and representative with their mailing addresses. Do not include duplicate sets where representative and owner, etc., are the same. These should be inserted in a letter-sized envelope and stapled to the outside of one of the large manila envelopes mentioned in item 1 above.
3. Certification by the Title Company, engineer, or surveyor that the above list is complete and accurate. The Tax Assessor's Office will not prepare or certify the property owner list (see certification form attached).
4. On a copy of your assessors parcel map show all the parcels within the noticing radius. On the map, print the names of all property owners within the noticing radius as they are listed on the gummed labels.

PROPERTY OWNERS CERTIFICATION

I, _____, certify that on _____
(Print Name) (Month-day-year)

the attached property owners list was prepared by

_____ Pursuant to application

requirements furnished by the City of Temecula Planning Department. Said list is a complete and true compilation of owner of the subject property and all other property owners within **600 feet (or the 30 nearest individual property owners, whichever creates the greatest number of public notices (persons owning multiple properties shall only be counted once)** of the property involved in the application and is based upon the latest equalized assessment rolls.

I further certify that the information filed is true and correct to the best of my knowledge. I understand that incorrect or erroneous information may result in processing delays or be grounds for rejection or denial of the application.

NAME: _____

TITLE/REGISTRATION: _____

ADDRESS: _____

PHONE: _____ (Daytime phone no.)

SIGNATURE: _____

DATE: _____ CASE NO.: _____

**CITY OF TEMECULA
DEVELOPMENT APPLICATION
DEVELOPER DISCLOSURE STATEMENT**

This portion of the Application must be fully completed and signed by the Applicant. If not fully completed and signed, the Application will be deemed incomplete. Additionally, this portion of the Application must be fully completed and signed by the Applicant and filed with the Planning Department again not less than five nor more than ten days prior to the hearing before the Planning Commission and not less than five nor more than ten days prior to the hearing before the City Council, if any.

1. Address of subject property: _____
Cross street: _____

2. Date this Disclosure Statement is completed: _____

3. Name of Applicant: _____

A. If Applicant is a limited liability company ("LLC"), please state:

- 1) Full name of LLC
- 2) Address of LLC
- 3) State of registration
- 4) Name and address of managing member(s)
- 5) Name and address of agent for service of process

B. If Applicant is a partnership, please state:

- 1) Full name of partnership
- 2) Address of partnership
- 3) State of registration
- 4) Name and address of general partners
- 5) Name and address of agent for service of process

C. If Applicant is a corporation, please state:

- 1) Full name of corporation
- 2) Address of corporation
- 3) State of incorporation
- 4) Name and address of officers of corporation
- 5) Name and address of shareholder with fifty percent (50%) or more of the shares of the corporation, if any

- 6) If no shareholder has fifty percent (50%) or more of the corporation's share, name and address of controlling shareholder
- 7) Name and address of agent for service of process

4. Name of each Owner of the subject property: _____

A. If Owner is a limited liability company ("LLC"), please state:

- 1) Full name of LLC
- 2) Address of LLC
- 3) State of registration
- 4) Name and address of managing member(s)
- 5) Name and address of agent for service of process

B. If Owner is a partnership, please state:

- 1) Full name of partnership
- 2) Address of partnership
- 3) State of registration
- 4) Name and address of general partners
- 5) Name and address of agent for service of process

C. If Owner is a corporation, please state:

- 1) Full name of corporation
- 2) Address of corporation
- 3) State of incorporation
- 4) Name and address of officers of corporation
- 5) Name and address of shareholder with fifty percent (50%) or more of the shares of the corporation, if any
- 6) If no shareholder has fifty percent (50%) or more of the corporation's share, name and address of controlling shareholder
- 7) Name and address of agent for service of process

5. If the subject property is in escrow to be conveyed to another party or is the subject of a purchase and sale agreement, state the name of each person in escrow to purchase the subject property or a party to the purchase and sale agreement ("Party in Escrow"):
-

A. If the Party in Escrow is a limited liability company ("LLC"), please state:

- 1) Full name of LLC
- 2) Address of LLC
- 3) State of registration
- 4) Name and address of managing member(s)
- 5) Name and address of agent for service of process

B. If Party in Escrow is a partnership, please state:

- 1) Full name of partnership
- 2) Address of partnership
- 3) State of registration
- 4) Name and address of general partners
- 5) Name and address of agent for service of process

C. If Party in Escrow is a corporation, please state:

- 1) Full name of corporation
- 2) Address of corporation
- 3) State of incorporation
- 4) Name and address of officers of corporation
- 5) Name and address of shareholder with fifty percent (50%) or more of the shares of the corporation, if any
- 6) If no shareholder has fifty percent (50%) or more of the corporation's share, name and address of controlling shareholder
- 7) Name and address of agent for service of process

6. For any deeds of trust or other liens on the property (other than real property tax liens) please state the following:

A. Name of beneficiary of the deed of trust or lien

B. Date of the deed of trust or lien.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed on the date and location set forth below

Name:
Title:
Date of signing:
Location of Signing: () Temecula or () Other
