



CITY OF PACIFIC GROVE

Community Development Department – Planning Division

300 Forest Avenue, Pacific Grove, CA 93950
T :: 831.648.3190 • F :: 831.648.3184 • www.ci.pg.ca.us/cdd

Permit & Request Application for Sign Permit (SP)

App. # _____

Application Requirements - Please submit the following information with your application:

1. Dimensions of building, sign, and sign letters;
2. An elevation, perspective and/or photomontage, drawn to scale, showing the proposed sign as it will appear on the project and showing its relationship to its surroundings;
3. In the case of a free-standing sign, a site plan showing the location and dimensions of the proposed free-standing sign;
4. Construction information, including method of attachment to building, and description of support and base when free standing;
5. The extent to which the sign is proposed to project from the building façade. Please note: if the sign is proposed to project into or over the property line into the public right-of-way, a City encroachment permit will be required;
6. Description of any proposed illumination:
 - a. Applications for illuminated signs shall include sufficient technical data of all proposed illumination systems so as to allow evaluation of proposed light levels and splay;
 - b. All fixtures, types, locations, mounting, and wattages shall be shown on plans and elevations, as well as catalog cut sheets;
 - c. Samples of sign materials related to light transmission or reflection shall be provided with the application, depicting finishes of proposed components;
7. A drawing or illustration of the sign, to scale, depicting the style and color of lettering and showing the complete lettering;
8. Number of signs proposed;
9. Description of sign materials – background and lettering;
10. Color samples for all proposed colors;
11. If there is a Master Sign Program for the property, all requirements of the Master Sign Program must be adhered to. Consult with Staff to find out if a property has a Master Sign Program;
12. Any additional information the Community Development Department deems relevant to the application.

Staff to Complete Below This Line

Sign requires architectural approval: Yes No

ACTIONS

Chief Planner: _____

Architectural Review Board: _____

COMMENTS: _____
