



CITY OF SAN JOSE

Planning, Building and Code Enforcement
 200 East Santa Clara Street
 San José, CA 95113-1905
 tel (408) 535-3555 fax (408) 292-6055
 Website: www.sanjoseca.gov/planning

SIGN PERMIT APPLICATION

TO BE COMPLETED BY PLANNING COUNTER STAFF			
FILE NUMBER AD	RECEIPT # _____		
PROPERTY LOCATION/ ADDRESS	DATE _____		
QUAD #	ZONING	AMOUNT _____	
PD ZONING FILE #	PERMIT FILE#	BY _____	
<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL			

TO BE COMPLETED BY THE APPLICANT (PLEASE PRINT OR TYPE)
PROPERTY LOCATION/ ADDRESS
ASSESSOR'S PARCEL NUMBER(S) <i>(Attach Map)</i>
DESCRIPTION OF THE PROPOSED SIGNAGE <i>(include the number of signs, indicate whether attached or free standing, dimensions and total square footage)</i>

PRINT NAME OF PROPERTY OWNER*	DAYTIME TELEPHONE # ()		
ADDRESS	CITY	STATE	ZIP CODE
REQUIRED ORIGINAL SIGNATURE OF PROPERTY OWNER* X	DATE		

CONTACT PERSON			
PRINT NAME/COMPANY			
ADDRESS	CITY	STATE	ZIP CODE
PHONE # ()	FAX # ()	E-MAIL ADDRESS	

* Property Owner is defined as the person(s) who owns the land/property or the Property Management Company who maintains the subject building/ space and has authority or power of attorney to sign legal documents on behalf of the property owner(s).

PLEASE SUBMIT THIS APPLICATION IN PERSON TO THE DEVELOPMENT SERVICES CENTER, 1ST FLR, CITY HALL. APPOINTMENTS ARE NOT REQUIRED BUT MAY BE ACCOMMODATED BY CALLING (408) 535-3555.

Please complete the FRONT Sheet of this application and provide the following.
INCOMPLETE APPLICATION WILL NOT BE ACCEPTED.

- FILING FEE** \$314* - Checks are made payable to the "City of San Jose".
 \$749* - for a Major Adjustment/Public Benefit Gateway Signs.
 \$38 for each additional sign after the 1st.
 \$623* for each adjustment after the 1st to process simultaneously.
 \$156* per hour for consultation regarding review of a proposal prior to filing the application.
**includes General Plan Update fee*

- ASSESSOR'S PARCEL MAP** marked with the project location.
- PHOTOGRAPHS** of existing buildings, existing signage and surrounding area.
- THREE (3) COPIES** of plans for the signs that include:
 - a.) **SITE PLAN, drawn to scale** containing the following information
 - Dimensions of subject property, lot lines, and existing driveways.
 - Streets adjoining the subject property.
 - Existing buildings and structures.
 - Setback dimensions of existing and proposed signs.
 - Existing off-street parking, loading, and circulation areas.
 - The location of the proposed signs.
 - Dimensioned drawings of proposed sign(s) indicating height, width, the lighting source, color and materials.
 - b.) For **ATTACHED SIGNS:**
 - Dimensioned elevations of building(s) and occupancy frontage(s) including proposed location of sign on frontage
- FLOOR PLAN.** Tenant Floor Plan with dimensions.
- For **FREE STANDING SIGNS:**
 - Dimensioned elevations of the proposed free standing sign.
 - Dimensions of subject property, lot lines, and existing driveways.
 - Setback dimensions of existing and proposed signs.
 - Existing off-street parking, loading, and circulation areas.
 - The location of the proposed signs.
 - Show all property lines and setback to proposed sign.
- MASTER SIGN PROGRAM.** The applicant is required to submit a copy of the approved program for this site with this application, if one exists.

SIGN PERMIT WORKSHEET

PLEASE CONSULT SIGN ORDINANCE (TITLE 23) FOR SIGN REGULATIONS.

- **NUMBER OF PROPOSED NEW ATTACHED SIGNS** _____ **SHOWN ON PLANS.**
 Number of Existing Attached Signs _____ shown on Plans.

 FRONTAGE: Number of Occupancy Frontages _____.
 (Maximum of one sign per frontage; A ground level occupancy exceeding 20,000 sq. ft. may have up to 3 signs)

 AREA: 1st occupancy frontage _____ ▲ Proposed sign area _____ sq. ft.
 (Maximum area is 300 sq. ft. per tenant frontage)
 2nd occupancy frontage _____ ▲ Proposed sign area _____ sq. ft.
 3rd occupancy frontage _____ ▲ Proposed sign area _____ sq. ft.
 (1st floor allowance cannot exceed one square foot for each linear foot of building frontages
 2nd or 3rd floor allowance is one-half of 1st floor area allowance)

- **NUMBER OF PROPOSED FREE-STANDING SIGNS SHOWN ON PLANS** _____.
 Number of existing free-standing sign on property and show on plans _____.

 FRONTAGE: Number of Street frontages _____.
 (Minimum of 100 linear feet of street frontage required for a free standing sign)

 AREA: Street Frontage _____ ft. divided by 5 ft. = _____. ▲ Proposed sign size _____ sq. ft.
 (Maximum area is 120 sq. ft. per street/frontage)

 HEIGHT: Proposed Sign Size _____ sq. ft. divided by 4 ft. = _____. ▲ Proposed sign height _____ ft.
 (Maximum height is 20 ft.)

 SETBACK: Proposed Sign Height _____
 (Minimum setbacks: 4 ft. for signs 6 ft. tall or less,
 6 ft. for signs greater than 6 ft. tall or less than 10 ft.,
 10 ft. for signs 10 ft. tall or greater.) ▲ Proposed sign setback _____ ft.

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