



Planning, Building, and Code Enforcement
 200 E. Santa Clara St., San José, CA 95113
 408-535-3555 | www.sanjoseca.gov/planning

SIGN PERMIT APPLICATION

TO BE COMPLETED BY PLANNING STAFF		
FILE NUMBER AD	Staff: _____ Date: _____ Amount Paid: _____	
PROPERTY ADDRESS		
ZONING		
PERMIT FILE #	USE ALLOWED? <input type="checkbox"/> YES <input type="checkbox"/> NO	

APPLICATIONS WITHOUT PROPER SITE PLANS WILL BE REJECTED

TO BE COMPLETED BY APPLICANT <i>(PLEASE PRINT OR TYPE)</i>	
PROPERTY ADDRESS	
ASSESSOR'S PARCEL NUMBER <i>(attach map)</i>	
PROPOSED SIGNAGE DESCRIPTION <i>(include the number of signs, indicate whether attached or free-standing, with dimensions and total sign area)</i>	
PROPERTY OWNER	TELEPHONE # ()
ADDRESS/CITY/STATE/ZIP CODE	
PROPERTY OWNER SIGNATURE*: x	DATE
APPLICANT/CONTACT PERSON	
NAME/COMPANY (PRINTED)	
ADDRESS/CITY/STATE/ZIP CODE	
TELEPHONE # ()	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 to the Planning Permit Center, 1st floor of City Hall. The Planning Permit Center Counter hours are posted on our website at <http://www.sanjoseca.gov/planning/>. For assistance, call (408) 535-3555.
SignAdjustment.WORD 8/10/2018

**Please complete the FRONT sheet of this application and provide the following.
INCOMPLETE APPLICATIONS WILL BE REJECTED.**

- FILING FEES** \$208 for first sign (*includes CP update fee*)
 \$105 per each additional sign (*includes CP update fee*)
 Checks are made payable to the "City of San Jose".

- PHOTOGRAPHS** of existing buildings, adjacent buildings, existing tenant/building signage, and surrounding area
- THREE (3) COPIES** of plans for the signs that include:
 - **Site plan, drawn to scale**, containing the following information:
 - The location of all existing and proposed signs
 - Existing buildings, parking and circulation areas, adjacent streets
 - **Floor plan** of tenant space with dimensions
 - **For attached signs:**
 - Details indicating proposed sign area, dimensions, colors, materials, graphic illustration and methods of illumination and attachment
 - **For free-standing signs:**
 - The location of proposed signs
 - Dimensioned elevations of the proposed free standing sign
 - Setback dimensions of existing and proposed signs

- MASTER SIGN PROGRAM** The applicant is required to submit a copy of the approved program for this site with this application, if one exists.

WORKSHEET FOR SIGNS IN STANDARD COMMERCIAL/INDUSTRIAL ZONING DISTRICTS

PLEASE CONSULT SIGN ORDINANCE (TITLE 23) FOR ALL APPLICABLE SIGN REGULATIONS

ATTACHED	<ul style="list-style-type: none"> ▪ Maximum one sign per occupancy frontage; ground level occupancy frontage >20,000 sq. ft. may have up to three signs. ▪ First floor occupancy cannot exceed 1 square foot of sign for each linear foot of occupancy frontage ▪ Second and third floor occupancies are allowed one-half of first floor allowance 	
	Number of proposed signs: _____	Number of existing signs: _____
	SIZE: 1 ST occupancy frontage: _____	Proposed sign area: _____
	2 ND occupancy frontage: _____	Proposed sign area: _____
	3 RD occupancy frontage: _____	Proposed sign area: _____
FREE-STANDING	Number of proposed signs: _____ Number of existing signs: _____	
	QUANTITY: ≥ 100 -foot street frontage = <u>one</u> allowed free-standing sign (15 acre min for Arch'l cluster sign)	
	SIZE: Street frontage _____ \div 5 feet = _____ allowed _____ proposed	(max 120 sq.ft. per street frontage, or 40 sqft facing res.)
	HEIGHT: Proposed size _____ \div 4 feet = _____ allowed _____ proposed	(max height of 20 feet)
	SETBACK: Proposed height _____	_____ proposed
	<small> ≤ 6-foot height = 4-foot setback 6- to 10-foot height = 6-foot setback ≥ 10-foot height = 10-foot setback </small>	
	OTHER: <input type="checkbox"/> Corner/Driveway Triangle	<input type="checkbox"/> 18-inch base <input type="checkbox"/> 4-foot landscaped area

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WORKSHEET FOR SIGNS IN STANDARD RESIDENTIAL / A / OS ZONING DISTRICTS <small>PLEASE CONSULT SIGN ORDINANCE (TITLE 23) FOR ALL APPLICABLE SIGN REGULATIONS</small>	
RESIDENTIAL USES	<ul style="list-style-type: none"> ▪ One attached or free-standing sign allowed per parcel; >100 units in residential development one sign per street frontage ▪ Aggregate of all signs not to exceed 1 sqft for each residential unit, each sign max of 32 sqft.
	<p>QUANTITY: Number of parcels: _____ = _____ signs allowed Number of existing signs: _____</p> <p>SIZE: Number of residential units = _____ allowed _____ proposed</p> <p>HEIGHT: Proposed height: _____ (attached = 12-ft max; free-standing = 3 ft, unless > 100 units)</p> <p>SETBACKS: _____ front (10-ft min), _____ side (25-ft min), _____ rear (25-ft min), _____ from bldg (5-ft max)</p>
NON-RES. USES (E.G., CHURCHES, SCHOOLS)	<ul style="list-style-type: none"> ▪ One attached <u>or</u> detached sign allowed for street frontage <200 ft ▪ One attached <u>and</u> one detached sign allowed for street frontage >200 ft
	<p>QUANTITY: Number of existing signs: _____ Number of proposed signs: _____</p> <p>SIZE: Street frontage _____ ÷ 8 feet = _____ allowed _____ proposed (max 32 sqft)</p> <p>HEIGHT: Proposed height: _____ (attached = 12-ft max; free-standing = 4-ft or 10-ft if behind req'd front setback)</p> <p>SETBACK: Proposed setback _____ (10-ft min from front property line, 25-ft min. from side and rear property lines)</p> <p>OTHER:</p> <ul style="list-style-type: none"> ▪ Window, awning, projecting and segmented signs shall not be allowed ▪ Signs shall not be illuminated, except if required for safety or directional signs ▪ Signs shall not be displayed on accessory buildings

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EXAMPLE SITE PLAN SUBMITTAL FOR ATTACHED (WALL) AND FREE STANDING SIGNS

Site plan must be drawn to scale and show the following:

1. Dimensions of the property, lot lines, and existing driveways
2. Streets adjoining the subject property
3. Existing buildings and structures
4. Existing off-street parking, loading, and circulation areas
5. Location of proposed signs
6. Setback dimensions of existing and proposed monument signs

