

SIGN CRITERIA REQUIREMENTS

Submittal Requirements.

- _____ Submit three (3) copies of the proposed sign plan including site plans and elevations. Plans shall be no larger than 18" x 24" and in no case shall have a format smaller than 8-1/2" x 11".
- _____ Location, size, height, materials used, color, lighting, and full dimensions of the proposed sign shall be included.
- _____ Both the sign contractor and applicant shall have their names and phone numbers printed on the plans, as well as the street address for the proposed sign.
- _____ Elevations of all structures where signs will be attached, painted or otherwise located on shall be submitted illustrating the subject signs location.
- _____ Scale of drawings shall be made so that all pertinent information is discernible. A North arrow shall be provided.
- _____ If there is more than one proposed sign for an establishment these signs shall be submitted in one group presentation.
- _____ All application submittals for **freestanding** signs shall include the following information on a site plan:
 - A. Exterior property lines indicating full dimensions.
 - B. All streets and/or right-of-ways adjacent to the site.
 - C. Other freestanding signs within 100 feet of the proposed freestanding sign.
- _____ If the proposed sign plan is located within a shopping center the site plans must have the owner's signature, and must comply with the approved sign criteria for the shopping center.
- _____ A sign plan cannot and shall not be accepted for processing if any of the required information is not complete and accurate.
- _____ Fees: See Fee Schedule



CITY OF LANCASTER
 44933 Fern Avenue
 Lancaster, CA 93534
 (661) 723-6100

PLANNING DEPARTMENT

SIGN CRITERIA APPLICATION

 Name of Shopping Center (please print)

 Name of Applicant (please print) Contact Name

 Address City State Zip Code

 Phone Number Fax Number Email Address

 Name of Sign Company

 Address City State Zip Code

 Phone Number Fax Number Email Address

REQUEST: (Describe specific nature of approval requested)

LOCATION OF PROJECT: _____

PROPERTY DESCRIPTION: _____

Property Owner Authorization: The undersigned states that they are the owner(s) of the property described herein and hereby give authorization for the filing of this application.

 Print Name Signature Date

 (For Staff Use Only) Received By _____
 Date _____
 Sign Criteria No. _____
 Cross Reference Case No. _____