



DEPARTMENT OF  
PLANNING

# CITY OF BANNING

99 E. Ramsey Street, P.O. Box 998  
Banning, California 92220  
(951) 922-3125

## SIGN APPLICATION CHECKLIST

### **(Wall Signs, Monument Signs, Window Signs, and Painted Signs)**

The purpose of sign regulations that are to limit and control the location, size, type and number of signs allowed in the City of Banning; to provide for a more orderly display of advertising devices, while implementing community design standards with respect to character, quality of materials, color, illumination and maintenance, which are consistent with the City's General Plan; to preserve and improve the appearance of the City as a place in which to live and work, and as an attraction to nonresidents who come to visit or trade.

It may be beneficial for the applicant to confer with a Planner and the Building & Safety Division prior to submitting a sign application. Refer to Chapter 17.36 of the Banning Municipal Code for specific sign regulations.

**Fee:**    See Fee Schedule

**Sign Area is calculated as follows:** The entire face of a sign, including the surface and any framing, projections, or molding, but not including the support structure. Individual channel-type letters mounted on a building shall be measured by the area enclosed by four straight lines outlining each word or grouping of words.

Signs in Commercial and Industrial Zones shall conform to the following:

1. No sign attached to a structure shall be placed above the roof line.
2. Wall signs. Each business shall be permitted wall signs per occupancy footage. The area devoted to such signs shall not exceed one square foot of sign area per one foot of building frontage, and shall not exceed 50 square feet of sign area. Each business in all other commercial and industrial zoning districts shall be permitted wall signs per the area of the wall (length times height of the wall). The area devoted to such signs shall not exceed 20 percent of the wall area.
3. Monument signs. Each parcel or property shall be permitted one monument sign subject to all of the following conditions being met:
  - a. One square foot of sign area for one foot of building frontage is permitted. Such sign shall not exceed 50 square feet.
  - b. The buildings must be set back at least 25 feet from the property line.
  - c. The monument sign shall be located in a landscaped planter area not less than 50 square feet, with one dimension being at least four feet.
  - d. The monument sign may be no more than 8 feet high.
  - e. Shopping centers may have one monument sign not to exceed one square foot of display face per one foot of building frontage, not to exceed 100 square feet, for center identification. Said sign may include reader panels, and or a bulletin or a changeable copy pane.

A completed sign application along with drawings and fee are required. Photographs of existing buildings and/or existing signs are helpful for the review and shall be included with the application.

**SIGN APPLICATION**

Please check the box in front of each number after providing the requested information. An incomplete application can cause significant delays in processing.

☐ 1. *APPLICANT:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address \_\_\_\_\_

☐ 2. *PROPERTY OWNER:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address \_\_\_\_\_

*If the applicant is not the property owner, approval of the property owner is required to process this application. Please provide a letter of approval/authorization from the property owner.*

☐ 3. *CONTACT PERSON REGARDING THIS APPLICATION:*

Name: \_\_\_\_\_

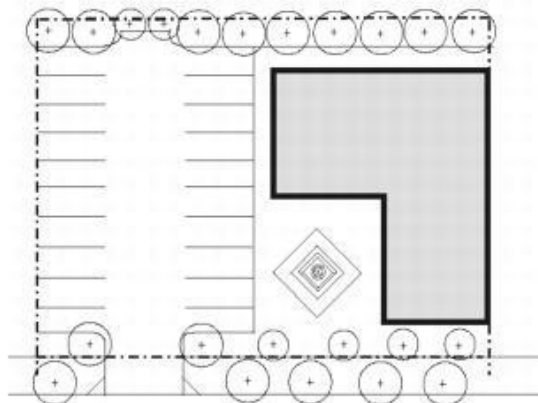
Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address \_\_\_\_\_

☐ 4. Site Address: \_\_\_\_\_☐ 5. Type of business: \_\_\_\_\_☐ 7. Total Lineal Feet of the Building: \_\_\_\_\_

(The total frontage for those building elevations that face a dedicated street)



Street Frontage Measurement →

Street Frontage

☐ 8. **Proposed Sign(s):**

| Type* | Dimension | Sq.Ft. | Height** | Color | Wording |
|-------|-----------|--------|----------|-------|---------|
| 1.    |           |        |          |       |         |
| 2.    |           |        |          |       |         |
| 3.    |           |        |          |       |         |
| 4.    |           |        |          |       |         |

\*Type - i.e. Wall Signs, Monument Signs, Window Signs, and Painted Signs

\*\*Height - the vertical distance from the highest point of the sign to the ground directly below.

☐ 9. **Existing Sign(s):**

| Type* | Dimension | Sq.Ft. | Height** | Color | Wording |
|-------|-----------|--------|----------|-------|---------|
| 1.    |           |        |          |       |         |
| 2.    |           |        |          |       |         |
| 3.    |           |        |          |       |         |
| 4.    |           |        |          |       |         |

In addition to the above requested information, detailed plans of the site and each proposed sign (drawn to scale) must be provided as well as color photographs of all existing signs. See the following page for details. Please review the application for completeness before signing.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Agent/Property Owner's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

-----FOR OFFICE USE ONLY-----

Assessor's Parcel Number: \_\_\_\_\_ Zone District: \_\_\_\_\_

Sign Permit Number: \_\_\_\_\_

Planning Staff Action: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Date: \_\_\_\_\_

By: \_\_\_\_\_

## **- SIGN PLAN SUBMITTAL REQUIREMENTS -**

The following plans and pictures must be submitted with a request for a sign permit. The plans must be accurately scaled or the application will not be accepted.

**NOTE: The drawings must be drawn by a professional architect, engineer, draftsman, or other qualified professional using a standard architectural or engineering scale.**

### **1. Detailed Site Plan**

Include the following (4 color sets) with appropriate dimensions:

- property lines
- existing structures
- location of proposed sign(s)
- location of existing signs(s)

### **2. Typical Elevations**

Include the following (4 color sets):

- dimensions of the building face on which the sign(s) will be located
- exact location of proposed sign(s)
- exact location of existing sign(s)

### **3 a. Detailed Elevations for a Building/Wall Sign**

Include the following (4 color sets):

- dimensions and materials of the proposed sign(s)
- letter style, size, and color to be used

### **b. Detailed Elevations for a Monument or Freestanding Sign**

Include the following (4 color sets)

- dimensions and materials of the proposed sign(s)
- letter style, size, and color to be used
- full base description including color
- landscape materials around the base of the sign in the required 50 sq.ft. planter area

### **4. Color Photographs** of all existing signs and locations of proposed signs.

Be sure to apply for a sign permit and obtain approval for all proposed signs before having them made or erected. If you have any questions concerning the application or sign requirements, please call the Planning Department at (951) 922-3125.