City of Camarillo
Department of Community Development
SUBDIVISION SIGN PERMIT
Application

		APPLICATION Staff Use				Sign Removal
SUBMITTAL	City of Camarillo Department of Community Development 601 Carmen Drive P.O. Box 248 Camarillo, CA 93011-0248 Phone: 805.388.5360; Fax: 805.388.5388 Email: comdevemail@cityofcamarillo.org		**Sign**	**Number**	**Fee**	**Security**
			Subdivision	S-_____	$_____	_____
			Directional	S-_____	$_____	_____
			Received by			_____
			Date Filed			_____
			HTE No.			_____
						(Keep Receipt with Application)

NOTE

Prior to submittal of the application, it is advised that the applicant review the requested proposal with the Department of Community Development in order to review Ordinance requirements and consistency with the master sign programs. In completing the application form, please be accurate and complete. If you have any questions or require assistance, contact the Department of Community Development. **A sign permit is required prior to the painting or manufacturing of a sign.**

APPLICANT

DEVELOPER _____ Contact Person _____
Email (required) _____
Address _____
City _____ State _____ Zip _____
Phone (8 am – 5 pm) _____ Cell _____ Fax _____

SIGN INSTALLER _____ Contact Person _____
Email (required) _____
Address _____
City _____ State _____ Zip _____
Phone (8 am – 5 pm) _____ Cell _____ Fax _____

PROPERTY OWNER _____ Contact Person _____
Email (required) _____
Address _____
City _____ State _____ Zip _____
Phone (8 am – 5 pm) _____ Cell _____ Fax _____

REQUEST

Sign advertising or directing to Tract # _____ Project Name _____
Sign will be ☐ Single-faced; ☐ Double-faced; ☐ On-site; **or** ☐ Directional
Dimensions _____ Height _____ Sq. ft. _____ # of lots in tract _____
Location of sign: Lot _____ Tract # _____
Present use of property _____ Zoning _____
Nearest cross street(s) _____

DESCRIPTION

Describe sign (include colors, materials and letter style) _____
_____
_____
_____

EXISTING

Location of all other signs pertaining to this particular subdivision:
1. _____
2. _____
3. _____

EXHIBIT

Please use the space below to draw the following:

1. Dimensioned plot plan of property to include proposed sign and its location, location and dimensions of all existing signs and buildings.
2. Dimensional drawing of the proposed sign.
3. Please use ruler for drawing.
4. Drawing needs to be accurate and complete.

CERTIFICATION

Developer:

I hereby apply for the subject subdivision sign permit and certify that the information presented is accurate and complete. I also understand and agree to abide by the regulations and conditions of the Sign Ordinance attached to this permit. Furthermore, I understand that the permit may be revoked if the provisions of this permit are not complied with at all times.

_____   _____

Developer Name   Date

_____

Signed by   Print Name Here   Title

RELEASE

I, the <u>undersigned</u> understand and agree that upon approval of the subdivision sign permit, the City may enter the property and remove said sign at my expense if the sign is up after its expiration date, and I further agree to defend and indemnify and hold harmless the City for any damage or claims of damage arising from its action.

_____   _____
Property Owner Signature   **Date**

_____
Print Name Here

CITY STAFF USE

Subdivision Sign No. S - _____ Tract No. _____

AUTHORIZATION: ☐ APPROVED / ☐ DENIED

Sign approval is subject to the following conditions:

1. The permit is granted for a period of two (2) years, or ninety percent (90%) of completion of sales, and expires on _____ .

2. The sign location and dimension shall be as shown on plot and elevation plans.

3. The lower right hand corner of the sign must contain the following identification Number S-_____ in letters of ½ inch brush stroke not less than 3 inches in height.

4. The sign shall be _____ in size and ☐ single-faced / ☐ double-faced.

5. The sign shall be unlighted.

6. No streamers, flags or appurtenances shall be attached to said sign.

7. If street widening necessitates removal of sign, applicant will relocate when and as requested at his own expense.

8. The sign shall be used only to ☐ advertise / ☐ direct to subdivision Tract _____ .

9. The sign shall not be installed until a certificate of deposit/passbook for Two Hundred and Fifty dollars ($250.00) has been filed with and accepted by the City. In case of failure to perform or comply with any term or provision of the permit, the Director of Community Development may declare the security forfeited. Upon expiration of the permit or upon removal of the subject use, the security may be used by the Community Development Department to cause the removal of the sign.

10. _____

_____

_____
Director of Community Development

_____
Date

Copy sent / Given to _____ Staff Initials _____ Date _____