



Design Review Sign Checklist

PURPOSE: A sign permit may be granted by the Director of Planning or his/her designee in accordance with the criteria and standards established by the Sign Ordinance and/or an approved Sign Program.

SECTION 1: Filing Requirements

The following items are required for 1st submittal and can be uploaded to your Build Fontana Account. If you don't have an account for Build Fontana, please create one by going to <https://aca-prod.accela.com/FONTANA/Default.aspx>:

- 1. **Notarized Property Owner Affidavit or an authorization Letter from the property owner.**
- 2. **Filing Fee:** The appropriate fees will need to be submitted at time of application. Fee schedule attached.
- 3. **Submittal for Design Review Sign:** All plans are required to be in color. See Section 2 for contents of Sign Package

SECTION 2: Contents of Sign Package

The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process.

A. Building Wall Signs:

- 1. Detailed site plan shall include the following:
 - Project area including property lines.
 - All improvements including, but not limited to, buildings, parking areas, driveways, etc.
 - Shade the building or tenant space where the proposed building wall signs are to be located.
- 2. Building Elevations:
 - Accurate building elevations showing building face with dimensions.
 - Show exact location and placement of the proposed signs.
- 3. Detailed Elevations of Signs:
 - Dimensions of proposed signs
 - Depth of signs (thickness)
 - Letter style, size, materials, and colors of sign copy
 - Method of illumination

B. Monument/Pylon Sign:

- ❑ 1. Detailed site plan shall include the following:
 - ❑ Project area including property lines.
 - ❑ All improvements including, but not limited to, buildings, parking areas, driveways, etc.
 - ❑ Public street frontages and improvements.
 - ❑ Proposed landscaping around the sign.

- ❑ 2. Detailed Elevations:
 - ❑ Dimensions of the proposed sign and the base.
 - ❑ Depth of signs (cross sections)
 - ❑ Letter style, size, materials, and colors of sign copy and the background.
 - ❑ Full base description including materials, colors, and height.
 - ❑ Landscape materials around the base of the sign.
 - ❑ Method of illumination.