



711 W. Cinnamon Drive • Lemoore, CA 93245 • Planning (559) 924-6744, Ext. 740
Community Development Department

APPLICATION FOR SIGN PERMIT APPROVAL

Certain signs are allowed only upon Administrative Approval from the Community Development Department under Title 9-5F of the Lemoore Municipal Code. **The following signs are exempt from approval by the Community Development Department but are still subject to the criteria outlined in the sign ordinance:** construction, election, garage/yard sale, information, model home, nameplates, official and legal notices, open house, public and civic events and standard real estate.

The following material constitutes a completed application unless otherwise directed by Planning:

- A. Application form **(filled out completely)**
- B. Two (2) copies of fully dimensioned colored drawings of the plan, elevation and location of the sign, drawn to appropriate scale, shall be submitted. The drawings must include specific information on the material and colors of the sign, any illumination proposed and landscaping. (Indicate any existing signage to be removed on the site drawing.)
- D. Fee for processing application. (Cash or Check)

<p>1. Business Owner: (Required)</p> <p>Owner Name: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>Email: _____</p> <p>City Business License #: (Required) _____</p>	<p>2. Property Owner: (if other than Business Owner/Applicant)</p> <p>Name: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>Email: _____</p>
<p>3. Sign Company/Contractor: _____</p> <p>Address: _____</p> <p>_____</p>	<p>Contact Person _____</p> <p>Phone: _____ Email: _____</p> <p>City Business License #: (Required) _____</p>
<p>4. Location/Address of the Property on which the Sign will be Installed: _____</p>	
<p>5. Primary Frontage: _____ ft. Secondary Frontage - If Applicable: _____ ft. Height of Building (Tallest part of building): _____ ft.</p>	
<p>6. Total Cumulative Area of Signage Allowed for this location: _____ sq. ft.</p>	
<p>6. Number and Type of Existing Sign(s): _____ Illuminated(yes or no): _____ Height and Width of Existing Sign(s): _____ ft. x _____ ft. / _____ ft. x _____ ft. / _____ ft. x _____ ft. _____ Cumulative Area of Existing Signage: _____ ft.</p>	
<p>7. Number and Type of Sign(s) to be removed: _____ Illuminated(yes or no): _____ Height and Width of Sign(s) to be removed: _____ ft. x _____ ft. / _____ ft. x _____ ft. / _____ ft. x _____ ft. _____ Cumulative Area of Signage to be removed: _____ ft</p>	
<p>8. Number and Type of Sign(s) Requested: _____ Illuminated(yes or no): _____ Height and Width of Sign(s) Requested: _____ ft. x _____ ft. / _____ ft. x _____ ft. / _____ ft. x _____ ft. _____ Cumulative Area of Requested Signage: _____ ft.</p>	
<p>9. Job Valuation (Cost of Project): \$ _____</p>	
<p>10. Total Cumulative Area of Signage Proposed for this location: _____ sq. ft.</p>	

I certify that the information provided on this form is true and correct and contains all the proposed work being done on the site. I understand that should I modify or add to the work described herein, I may have to submit a new application if the tasks are not exempt from City approval. I further understand that if I have a previous Sign approval for this site, I agree to rescind the approval with this signature.

10. **Business Owner/Applicant Signature:** _____ **Date:** _____
Print Name: _____

11. **Property Owner Signature:** _____ **Date:** _____
(Required, if other than Business Owner/Applicant)
Print Name: _____

9-5F-2: ADMINISTRATIVE PROVISIONS:

This section describes the administrative provisions for signage regulation, including permit requirements and review procedures, policies for review of signs, signs exempt from permit requirements, and prohibited signs.

A. Permit Required: The following permits or entitlements shall be required for signs:

1. **Zoning Clearance Required:** Zoning clearance shall be required for all permanent signs (building-attached, freestanding, and highway oriented) prior to erection, relocation, alteration, or replacement of a sign, unless otherwise exempted by this article. Zoning clearance is conducted as part of the review of the building permit as provided in section [9-2B-3](#), "Zoning Clearance", of this title. No planning approvals shall be required for general maintenance of existing conforming signs or the replacement of a conforming sign face (including message) when the area of the sign is not being changed and a building permit is not required (e.g., the replacement of a sign face on a legal conforming sign). A sign permit is also not required for the establishment of temporary signs; however, such signs shall be consistent with the development standards and time duration limits established in this article.

2. **Sign Program:** A sign program shall be required for all new multi-tenant shopping centers, office parks, and other multi-tenant, mixed use, or otherwise integrated developments of three (3) or more separate tenants/uses that share buildings, public spaces, landscape, and/or parking facilities. A sign program provides a process for the city's review of, and decisions related to, requests for signs for multi-tenant projects. The intent of a sign program is to establish a shared sign design or theme that to which all future tenants must adhere. The process for application, review, and decision regarding a sign program shall be as established in section [9-2B-13](#), "Sign Program", of this title.

3. **Highway Oriented Sign Permit:** A highway oriented sign permit shall be required for all highway oriented signs as provided in this article. The process for application, review, and decision regarding a highway oriented sign permit shall be as established in section [9-2B-18](#), "Highway Oriented Sign Permit", of this title.

4. **Variations:** Applications for a variance from the terms of this article shall be reviewed according to the variance procedures set forth in section [9-2B-16](#), "Variance", of this title.

B. Policies For Signage Regulations: The following policies regarding signage in the city are established:

1. **Regulatory Interpretations:** The requirements of this article shall not be interpreted to nullify any easements, covenants, or other private agreements that provide for more restrictive sign regulations than are required by this article.

2. **Message Neutrality:** It is the city's policy and intent to regulate both commercial and noncommercial signs in a viewpoint neutral and/or content neutral manner. The message of the sign shall not be reviewed except to the minimum extent necessary to identify the type of sign.

3. **Message Substitution:** Subject to the property owner's consent, a noncommercial message of any type may be substituted in whole or in part for the message displayed on any sign for which the sign structure or mounting device is authorized pursuant to this article, without consideration of message content. Such substitution of message may be made without any additional approval or permitting. The purpose of this requirement is to prevent any inadvertent favoring of commercial speech over noncommercial speech, or favoring of any particular noncommercial message over any other noncommercial message. In addition, any on site commercial message may be substituted, in whole or in part, for any other on site commercial message, provided that the sign structure or mounting device is authorized pursuant to this article, without consideration of message content. This requirement does not create a right to increase the total amount of signage on a parcel, lot, or land; does not affect the requirement that a sign structure or mounting device be properly permitted; does not allow a change in the physical structure of a sign or its mounting device; and does not allow for the substitution of an off site commercial message in the place of an on site commercial or noncommercial message.

4. **On Site/Off Site Distinction:** Within this article, the distinction between on site and off site signs applies only to commercial messages.

5. **General Prohibition:** Permanent signs not expressly permitted by this article are prohibited.

6. **Exceptions To Limitations:** Any exception to the limitations listed herein shall require a variance pursuant to section [9-2B-16](#), "Variance", of this title. However, consideration of the variance request shall not evaluate the message or graphic design of the sign.

7. Indecent Or Obscene Matter: To the extent allowed by law, signs with any statements or words of an obscene, indecent, or immoral character, or any picture or illustration of any human figure in such detail as to offend public morals or decency, or any other matter or thing of an obscene, indecent, or immoral character shall be prohibited.

C. Exemptions From Permit Requirements: The following sign types are expressly exempted from the permit requirements of this article but still must satisfy any and all other applicable permit requirements when necessary (e.g., building, electrical, plumbing, grading, encroachment):

1. Exempt Signs Without Limitations: The following signs are exempt from sign permit and city review requirements:
 - a. Change of copy that does not alter the size, location, or illumination of a conforming sign.
 - b. All devices which are excluded from the definition of a "sign" as set forth in this title.
 - c. Official traffic signs or other municipal governmental signs, legal notices, advertisements prescribed by law and placed by governmental entities, and signs indicating the location of buried utility lines or any notice posted by a governmental officer in the scope of his or her duties.
 - d. Direction, warning, or information signs or structures required or authorized by law, or by federal, state, county, or city authority, including, but not limited to, traffic control signs (e.g., stop, yield), highway route number signs, and construction zone signs.
 - e. Noncommercial utility company signs identifying cables, conduits, and dangerous situations.
 - f. Street address signs on buildings and building identification signs consistent with the city adopted building code or relevant provisions of the city municipal code. Notwithstanding anything in this section, street address signs may be illuminated and may contain reflective paint or material.
 - g. Tablets and plaques, installed by the city or a historical organization, including names of buildings and date of erection.
 - h. Signs and advertising for the California state lottery as authorized by California Government Code section 8880 et seq.
 - i. Gas pricing signs, as required by State law, which identify the brand, types, octane rating, etc., of gasoline for sale within the City¹. This does not limit the approval and design requirement for permanent or temporary placement and approval provisions listed herein.
 - j. Signs on vehicles and vessels, including license plates, license plate frames, registration insignia, noncommercial messages, messages relating to the business for which the vehicle or vessel is an instrument or tool (not including general advertising, such as mobile billboards), and messages relating to the proposed sale, lease, or exchange of the vehicle or vessel. (Ord. 2013-05, 2-6-2014)
2. Exempt Signs With Limitations: The following signs are exempt from sign permit and City review, provided that they meet the size, height, duration, and/or maximum number limitations listed:
 - a. Window signs in conformity with this article.
 - b. Temporary signs in conformity with this article.
 - c. Flags, provided they meet the requirements in subsection 9-5F-4B10 of this article. (Ord. 2017-06, 5-16-2017)
 - d. Signs on property undergoing construction or remodeling not exceeding thirty two (32) square feet each in area and limited to one (1) sign for each street frontage. Such signs shall not be illuminated. Such signs shall be removed within thirty (30) days of the earliest of the following events: final building inspection approval, issuance of a valid certificate of occupancy, opening for business to the public, or expiration of the building permit.
 - e. Signs on property for sale, lease, or rental as follows:
 - (1) On residential property, one (1) sign not exceeding eight (8) square feet and not exceeding a height of five feet (5'). On weekends and holidays, up to four (4) signs to direct traffic to the subject property are allowed, provided each sign does not exceed eight (8) square feet in area and three and one-half feet (3 ½) in height. A sign shall not be placed on the sidewalk or street or where it creates a safety hazard. The sign shall not be illuminated.
 - (2) On nonresidential, downtown, and mixed use property, one (1) sign per street frontage, not exceeding thirty (30) square feet in area or ten feet (10') in height. The sign shall not be illuminated.
 - f. Signs on property where there is a garage, yard, or estate sale taking place. Such signs may be posted for no more than forty eight (48) hours and must be removed at the end of the sale. A maximum of six (6) square feet is allowed per sign. For further information, see section [3-8-4](#), "Advertising Signs", of the Municipal Code.
 - g. On site directional signs, such as exit, entrance, or other on site traffic directional signs. The maximum height of any directional sign shall be forty two inches (42") and the maximum size shall be six (6) square feet. No advertising or message other than for traffic direction shall be displayed.
 - h. Noncommercial signs, as defined in this Code, consistent with the following requirements:
 - (1) Six (6) square feet of signage, set back at least five feet (5') from the public right-of-way and not projecting above the roofline of any structure.
 - (2) During the time period beginning ninety (90) days before a special, general, or primary election and ending three (3) weeks after such election, the total allowed sign area for noncommercial signs may be increased by an additional thirty (30) square feet in area (for a total of 36 square feet). The same setback and height restrictions listed above shall apply to this additional area. (Ord. 2013-05, 2-6-2014)

D. Prohibited Signs: The signs listed in this subsection are inconsistent with the purposes and requirements of this chapter as described below and as such are prohibited in all zoning districts, unless specifically authorized by another requirement of this article.

1. Any sign not specifically in accordance with the requirements of this chapter.
2. Billboards (off site signs with commercial message), as defined in this article. The city prohibits the construction, erection, or use of any billboards other than those that legally exist in the city, or for which a valid permit has been issued and has not expired, as of the date on which this provision is first adopted. No permit shall be issued for any billboard which violates this policy, and the city will take immediate enforcement or abatement action against any billboard constructed or maintained in violation of this policy.
3. Roof signs or signs placed above the roofline.
4. Animated, flashing, scrolling, or video screen signs (e.g., electronic reader board sign) where the message changes more frequently than once every seven (7) seconds. Other types of signs such as barber poles or electronic reader board signs that change message less frequently than once every seven (7) seconds may be permitted consistent with the requirements of this article.
5. Pennants, pinwheels, and other signs that utilize two (2) or more light bulbs in a wire string; paraphernalia composed of paper unless displayed inside a window; or signs displayed outdoors that are composed of paper or other lightweight material that could not be securely anchored, would easily degrade, or could not withstand limited exposure to the elements (e.g., a paper sign whose writing would become illegible if exposed to water, or a cardboard sign taped to a building exterior that could easily blow away).
6. Pole signs, as defined in this article. Note that freestanding signs constructed with poles as the substructure where the poles are encased to incorporate design features are not considered pole signs.
7. Signs which are mobile, rotate, or move.
8. Signs placed on the public right of way or affixed to an element or structure on the public right of way, or located on a publicly owned tree, fence, or utility pole or otherwise posted on public property, except where required by a governmental agency; and signs on private property affixed to a fence; or signs affixed to a tree, shrub, rock, or other natural object on private property.
9. Inflatable balloon signs, including, but not limited to, individual balloons, balloon strings, and other inflatable objects made of a flexible material and inflated so as to be lighter than air.
10. Signs painted upon a fence.
11. Signs affixed to vehicles or trailers that advertise or promote a business. This prohibition does not apply to signs permanently affixed to the side of a business or commercial vehicle or to signs required by state or federal law (e.g., contractor's license number) as exempted in the definition of a sign.
12. Signs attached to light standards (poles) unless part of a sign program or street banner program.
13. Signs affixed to a structure or property not owned by the person installing the signs without the written consent of an owner.

(Ord. 2015-08, 1-5-2016)

E. Nonconforming Signs: Except as otherwise provided by this section, all existing signs which do not meet the requirements of this article shall be deemed nonconforming signs and shall either be removed or brought into compliance with the city's municipal code when a substantial alteration to the sign is made. Change of copy shall not be deemed a substantial alteration. For purposes of this section, a "substantial alteration" shall be defined as repair or refurbishing of any sign that alters its physical dimensions or height, or replaces any integral component of the sign including, but not limited to, alterations to exterior cabinets, bases, or poles. Customary maintenance, such as repainting the sign text, cabinet, or other component of the sign, or routine replacement of border and trim with substantially the same colors and materials, in its existing approved physical configuration and size dimensions at the specific location approved by the city shall not constitute substantial alteration.

F. Abandoned Signs: "Abandoned signs" shall be those signs left after the close of a business and which have not been updated upon occupancy of a new business at the same location. The following standards shall apply to conforming and nonconforming abandoned signs:

1. If a sign is maintained, the sign copy shall be replaced with blank sign copy within ninety (90) days of the close of the business (e.g., no utility service, not open for more than 2 weeks).
2. A sign that is maintained with blank copy shall only be allowed to remain for nine (9) months (for a total of 12 months from business closure). At the conclusion of this time period, the planning director shall send a notice stating that the sign shall be removed.
3. Abandoned signs that are not maintained or removed consistent with the requirements of this section may be abated by the city and reimbursed by the property owner. (Ord. 2013-05, 2-6-2014)

1. BPC §§13530-13540.

File No: _____	Date Filed: _____	Receipt No.: _____	Fee Paid: _____	APN/Zone District _____
Cumulative Sign Area Allowed: _____	Cumulative Sign Area Approved: _____	Cumulative Remaining: _____		
<input type="checkbox"/> Approved By: _____	Date: _____	Conditions: _____		
<input type="checkbox"/> Denied By: _____	Date: _____	Reason: _____		
Per Section 9-2A-8, Option for Appeal Expires ___/___/___				