CITY OF HIGHLAND

Planning Division
27215 Base Line
Highland, CA 92346
(909) 864-6861
planning@cityofhighland.org

SIGN REVIEW APPLICATION

REQUESTED REVIEW
(Please check all boxes that apply to you**)**

☐ **$3,140** Flat fee for Major Sign Review
     (Sign Program)

☐ **$225.00** Flat fee for Minor Sign Review
     (New Sign)

☐ **$57.00** Change of sign face copy
     (Existing Sign)

CHECKLIST: *(All items must be included at the time of filing)*

1. **One (1) copy** of Land Use Application Form. All owners must sign the Application Certificate. The Notarized Power of Attorney must contain names of all owners, if applicable. *All Applications need to have original signatures upon submittal with property owner signature.*

2. **Three (3) copies** of completed sign questionnaire (attached).

3. **Three (3) sets** of a plot plan, dimensioned sign plan, building elevations with proposed sign size and location, materials and colors of sign and sign installation details. See attached plot plan checklist (Minimum 11x17 plans)

To submit this application and attachments online please visit the City of Highland Planning Application Portal.

Rev.09/25

Plot Plan Checklist

A plot plan is a drawing to scale, on one sheet of paper (Minimum 11x17) of the entire land parcel showing buildings, improvements, other physical features and all dimensions. All items listed below must be on the plot plan. Any items left off may cause delays in your project.
ATTACHMENTS ARE NOT ACCETABLE.

Names, addresses and telephone numbers of the Record Owner, Applicant, and the person preparing the map.

2.   COMPLETE legal description of the property involved. Include assessor parcel number. If a   portion of a large parcel is being developed, include a description of that portion.

3.   Identify type of project in detail.

4.   North point, date of drawing and scale. Use an ENGINEERS SCALE (i.e., 1" to 10') The direction of the "north" arrow should be shown pointing towards the top of the Plot Plan.

5.   Location, names, widths of boundary streets, and recorded road, utility, or drainage easements on property. Where none exist indicate by a note that no easements exists. If property is not on a road or easement show access to property.

6.   Dimension of property line or boundary lines of project.

7.   Zone District classification and type of development on all adjacent properties including across any streets.

8.   Vicinity Map showing location of project.

9.   **Any proposed identification sign is to be shown scaled and dimensioned on the plot plan, including the proposed "copy" on the sign. Include distance from both top and bottom of sign to grade. Refer to Development Code for detail information on type and size of sign.**

10.   Show distance from property lines of all existing and proposed structures, including but not limited to power poles, fences, trash enclosures, signs, curbs, driveways, and sidewalks in relation to other structures. Indicate existing structures that are to be removed or remain.

11.   Indicate height, dimension, square footage and number of stories, including basements, of all existing and proposed structures, including but not limited to power poles, fences, trash enclosures, towers and swimming pools etc.

12.   Refer to the Development Code for the number of required parking spaces, aisle/driveway width and surface requirements for your project.

Rev.09/25

Show parking areas in detail include:

    a.   Each regular parking spaces shall be a minimum of nine feet (9') x nineteen feet (19').

    b.   Each compact car parking space shall be a minimum of seven and one-half (7 1/2') x fifteen (15'). Compact car spaces may be used for up to forty percent (40%) of the required spaces.

    c.   Handicapped parking spaces as required by State law shall be located near as near to main entrance as practicable. The space shall be a minimum of fourteen feet (14") x nineteen feet (19').

    d.   One (1) loading zone, a minimum of ten feet (10') x twenty feet (20'), is required for each commercial, industrial, or institutional use. One (1) loading zone per 5,000 square feet of building floor area, maximum of four (4) spaces per use.

    e.   Show dimension, type of parking spaces, aisle/driveway widths and directional arrows indicating the flow of traffic.

    f.   Indicate the existing and proposed type of surfacing for parking area and aisle/ driveways.

13.   Show the method or formula by which you computed the number of spaces required for each use: a) Indicate the number of spaces required for each use b) Indicate the number of paces proposed, as well as the minimum number of spaces required.

14.   The accurate contour of the land at intervals of not more than two feet (2') if the general slope of the land is less than ten percent (10%), or not more than five feet (5') if the general slope of the land is more than ten percent (10%). Topo to be obtained by aerial of field survey, done under the supervision of Land Surveyor, or Registered Engineer, or Registered Landscape Architect.

15.   Compute all building coverage, impervious surface, landscaping, open space, and sign area requirements.

16.   Show location, size and type of all trees six inches (6") or greater in diameter.
        If no trees, indicate by a note that no trees exist.

Rev.09/25

COMMUNITY DEVELOPMENT LANDUSE APPLICATION

APPLICANT INFORMATION

APPLICANT NAME:_____ (PROPERTY OWNER: ☐YES ☐NO)
MAILING ADDRESS:_____
PHONE:_____ EMAIL:_____

APPLICANT'S REPRESENTATIVE (If other than applicant):_____
MAILING ADDRESS:_____
PHONE:_____ EMAIL:_____

SUBJECT PROPERTY

SITE ADDRESS: _____
ASSESSORS PARCEL NUMBER: _____
PROPERTY OWNER(S):_____ (☐SAME AS APPLICANT)
PROPERTY OWNER ADDRESS:_____

PROJECT INFORMATION

COMPLETE PROJECT DESCRIPTION:
_____
_____
_____
_____

APPLICATION TYPE

Place a check mark next to the Application being requested.

___ General Plan Amendment	___ Zone Change	___ Development Code Amendment
___ Conditional Use Permit	___ Variance	___ Specific Plan Review
___ Design Review	___ Tentative Tract	___ Parcel Map
___ Development Agreement	___ Lot Line Adjustment	___ Planned Development Agree.
___ Revisions	___ Sign Review	___ Environmental Review
Tree Removal/	Outdoor Sales/	___ Planned Unit Development
___ Relocation Permit	___ Display Permit	___ Other _____

SIGNATURE

I CERTIFY UNDER PENALTY OF PERJURY that I am: ___legal owner(s) of the subject property (all individual owners must sign as their names appear on the deed to the land), ___ authorized to sign on behalf of the owner(s) (proof of authorization to sign must be provided), AND THAT THE FOREGOING IS TRUE AND CORRECT.

_____   _____
Date   Name (print) and Signature of Property Owner or Agent

_____   _____
Date   Name (print) and Signature of Property Owner or Agent

(FOR OFFICE USE ONLY)

FILE NO.:_____ FILING DATE:_____ FEE:_____

Rev.09/25

SIGN QUESTIONNAIRE

PROPERTY OWNER'S NAME: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

TOTAL NUMBER AND TYPES OF SIGNS CURRENTLY ON-SITE: _____

_____

PROPOSED SIGN TEXT: _____

NUMBER OF SIGNS REQUESTED:_____

BUILDING MOUNTED: _____

MONUMENT SIGNS: _____

OTHER: _____

LOCATION OF PROPOSED SIGN(S): _____

_____

SIZE OF EACH PROPOSED SIGN(S): _____

_____

Rev.09/25