



Planned Sign Program Application

City of Indian Wells
Community Development Department
44-950 Eldorado Drive
Indian Wells, CA 92210
760.776.0229 (V) 760.346.0407 (F)
www.CityofIndianWells.org

PLANNED SIGN PROGRAM

PLANNED SIGN PROGRAM. The purpose of this application is to consider a planned sign program (PSP) for a specific area or development within the City. The applicable code section dealing with a planned sign program is 17.20 and should be consulted for complete information.

A planned sign program is a voluntary or mandatory alternative to the standard sign application procedures for the application and review of sign permits. Signs and sign programs considered as part of a project under a Conditional Use Permit shall be reviewed in accordance with the conditions imposed under the project CUP.

NEW PROJECTS. New projects may be subject to a planned sign program.

- **Mandatory Planned Sign Program.** A planned sign program shall be mandatory for all sites requiring permanent signing which exceed five (5) signs total, or fifty (50) square feet total aggregate area.
- **Optional Planned Sign Program.** Application under the provisions of a planned sign program shall be at the option of the applicant whenever said application is not mandatory under this Section and the site meets either one (1) of the following conditions: (i) four (4) acre minimum gross site area; or (ii) five (5) or more businesses. For this purposes of meeting the site requirements, two (2) or more contiguous lots may be combined with the permission of the property owners and at the written request of the sign applicants.

MODIFICATIONS TO PLANNED SIGN PROGRAMS. Modifications to planned sign programs are required under varied circumstances as follows.

- Whenever the total number of signs to be added, modified, or replaced total less than twenty-five (25) percent of permitted signs presently on site, application shall be made under the provisions of a standard sign application.
- When the total number of signs to be added, modified, or replaced total twenty-five (25) percent or more of the number of permitted signs presently on site, application shall be made under the provisions of a planned sign program.

Planned sign programs can be permitted only if granted by the Planning Commission and City Council in a public hearing as planned sign programs are modifications of the City's Municipal Code Chapter 17.20 and certain findings must be made in accordance with the Municipal Code.



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Date Received: _____

Case Number(s): _____

1. Property Location

Address of Subject Property: _____

Zone District: _____ Assessors Parcel Number: _____

2. Project Description

Project Description: _____

3. Applicant

Name: _____ E-mail: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Fax: _____

4. Property Owner

Name: _____ E-mail: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Fax: _____

I hereby certify that I am the owner of record of the property described in Box #1 above and that I approve of the requested action herein and that the foregoing statements and answers herein contained and the information herein submitted are in all respects true and correct to the best of my knowledge and belief.

Signature of Owner: _____ Date: _____

City Staff will complete all items below in boxes #5 and #6.

5. Application Type

- | | |
|---|---|
| <input type="checkbox"/> Staff ALC Review | <input type="checkbox"/> Parcel Map |
| <input type="checkbox"/> Full ALC Review | <input type="checkbox"/> Planned Sign Program/Sign Permit |
| <input type="checkbox"/> Administrative Relief | <input type="checkbox"/> Tentative Tract Map |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Temporary Use Permit – No Public Hearing |
| <input type="checkbox"/> Environmental Assessment | <input type="checkbox"/> Temporary Use Permit – Public Hearing |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Use Determination |
| <input type="checkbox"/> Municipal/Zoning Amendment | <input type="checkbox"/> Variance |
| | <input type="checkbox"/> Other _____ |

Application Fee

Fee(s): \$ _____

Receipt #: _____

6. Needed Action

	Date of Action	Action Taken
ALC		
Planning Commission		
City Council		
Comm. Development Director		
Other		

The project must comply with the requirements of ALL applicable City Codes and Ordinances.
 Please contact Staff with any questions regarding your application.
 Information and fees are subject to change.

PLANNED SIGN PROGRAM

SUBMITTAL REQUIREMENTS CHECKLIST

- Application form with owner's and applicant's signature.
- Application fee as per the current fee schedule.
- Plans (2 copies) drawn to scale showing:
 - a. the location and size of the building(s), off-street parking facilities, adjacent streets, and major points of entry and exit for motor vehicles;
 - b. the position of the proposed signs and their relationship to adjacent buildings and structures;
 - c. the design and size, proposed colors, and the location of the signs on the structures or properties;
 - d. the method of attachment to any structure;
 - e. a statement showing the size, location, and all other signs on the property;
 - f. colored rendering of all proposed signs and their placement on buildings as applicable;
 - g. such other information the City may reasonably require to secure compliance with Chapter 17.20 of the Municipal Code; and
 - h. a signed statement from the property owner or his/her authorized representative that he/she has reviewed the proposal and approves of the same prior to submittal to the City.
- Letter of justification for the proposed planned sign program and its relationship to required findings.
- Photographs of the existing property conditions as applicable.
- Environmental application if applicable.
- Information as required for a public hearing contained in Section 21.06.100(a) of the Municipal Code as applicable.
- Other information as required per the request of the Community Development Director.