



Sign Permit Information and Submittal Requirements Checklist

City of Indian Wells
Community Development Department
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SIGN PERMIT

SIGN PERMIT. The purpose of this application is to permit the placement and/or alternation of a sign, excluding real estate signs. The applicable code section dealing with Sign Permits is 17.08.010 and should be consulted for complete information.

It shall be unlawful for any person to erect, alter, or to permit the erection or alteration of a sign, including painted signs, upon any property without first obtaining a City approved sign permit. Real estate signs are not required to obtain a sign permit, but are subject to the design and development standards contained in Section 17.12.

The findings for the granting of a sign permit are:

- (1) The proposed signs satisfy the intent of the Title 17 - Signs
- (2) The proposed signs are in harmony with and visually related to:
 - a. other signs in the immediate area;
 - b. the building the signs identify; and
 - c. the surrounding development.
- (3) The proposed signs approved under a sign program will comply with all the provisions of Chapter 17.08, except with regard to allocated sign area; number of signs allowed; and location and height of signs.

Certain signs including public safety, memorials, Health Department, etc. shall be exempt from this Code and the application permit and associated fees. Please see a City representative for details on sign permitting, permitted locations, and associated fees.

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SUBMITTAL REQUIREMENTS CHECKLIST

- Documentation 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, off-street parking facilities, adjacent streets, and major points of entry and exit for motor vehicles;
 - b. the position of the proposed sign and its relationship to adjacent buildings and structures;
 - c. the design and size, proposed colors, and the location of the sign on the structure or property;
 - d. the method of attachment to any structure;
 - e. a statement showing the size, location, and all other signs on the property;
 - f. such other information the City may reasonably require to secure compliance with Chapter 17.08 of the Municipal Code,
 - g. 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, and
 - h. the approved sign program for the proposed location of the sign.
- Letter of justification for the proposed sign permit and its relationship to required findings.
- Other information as required per the request of the Community Development Director.