



Planned Sign Program Information and Submittal Requirements Checklist

City of Indian Wells
Community Development Department
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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 (CUP) 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 PSP shall be mandatory for all sites (e.g. development projects, retail centers or other commercial centers) requiring permanent signing which exceed either five (5) signs total, or fifty (50) square feet total aggregate sign area.
- **Optional Planned Sign Program.** Application under the provisions of a PSP shall be at the option of the applicant whenever said application is not mandatory under this Section and the site (e.g. development project, retail center or other commercial center) meets either one (1) of the following conditions: (i) four (4) acre minimum gross site area; or (ii) five (5) or more businesses. For the 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 is less than twenty-five (25) percent of permitted signs presently on the 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 is twenty-five (25) percent or more of the number of permitted signs presently on the site, application shall be made under the provisions of a Planned Sign Program.

REVIEW AND APPROVAL PROCESS. The Planning Commission shall review any new or modified Planned Sign Program and shall make a determination to approve, approve with modification, or deny the application by resolution. The Planning Commission may continue consideration of the application for up to thirty (30) City Hall business days from the initial consideration. In reviewing a Planned Sign Program or modification thereto, the Planning Commission shall make the findings required under Section 17.08.020 of the Municipal Code.

APPROVED PLANNED SIGN PROGRAMS. All Planned Sign Programs that have been formally approved and/or modified shall be catalogued and available for public review/use at the Planning Counter and City website under the Planning Department.

APPEAL PROCESS. Any decision by the Planning Commission may be appealed to the City Council in the manner prescribed in Section 21.06.110 of the Municipal Code.

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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(s), off-street parking facilities, adjacent streets, and major points of entry and exit for motor vehicles;
 - b. the position of the proposed sign(s) 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.