



FILING FEE: \$640.10

CITY OF RIALTO PLANNING DIVISION

MASTER SIGN PROGRAM

LEGAL OWNER INFORMATION: I hereby certify that I am (we are) the record owner(s) for property tax assessment purposes of the property encompassed by this application. I understand and agree that this application will not be deemed complete by the City until all filing fees, documents, certifications, plans, etc., as required by the Rialto Municipal Code, are filed with the Planning Division.

Date: _____ Name (Print): _____

Email: _____ Signature: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Telephone No. _____

Address of Property (if none, general location): _____

ASSESSORS PARCEL NUMBER(S): _____

Application will not be accepted without valid tax assessors parcel number(s)

PRESENT ZONING DESIGNATION: _____

APPLICANT: (if other than legal owner) **REPRESENTATIVE:** (if other than applicant)

Printed Name: _____ Printed Name: _____

Address: _____ Address: _____

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

Phone: _____ Fax: _____ Phone: _____ Fax: _____

Email: _____ Email: _____

NOTES: _____

FOR CITY USE ONLY:			
PROJECT NO. _____	HEARING DATE: _____	E.A.R.# _____	DFG FEE: _____
FILING FEE: _____	DATE RECEIVED: _____	APPLICATION DEEMED COMPLETE _____	



CITY OF RIALTO PLANNING DIVISION

FILING REQUIREMENTS

Master Sign Program

1. One (1) copy of the completed Master Sign Program Application and the appropriate filing fees.
2. Four (4) copies of the sign program. The Sign Program shall be prepared in 8½" X 11" *and* 11" X 17" format (two (2) copies of each size required and shall include the following information:
 - a. A master plan, drawn to scale, delineating the site proposed to be included in the sign program and the general location of all signs.
 - b. Drawings indicating the exterior surface details of all buildings within the site upon which wall signs, directory signs or projecting signs are proposed to be located.
 - c. Information containing specific criteria for each sign type including: sign area, sign height, letter height, and design.
 - d. Proposed color schemes of the signs.
3. One (1) CD or USB Flash Drive containing all of the submittal requirements in both Microsoft Word and Adobe PDF format.
4. Deviations from the City's sign standards may be granted through the approval of a Master Sign Program when the following findings can be made:
 - a. The program's contribution to the overall design quality of the site and the surrounding area will be superior to the quality that would result under regulations normally applicable to the site; and
 - b. The proposed signs are compatible with the style or character of existing improvements on the site and are well related to each other; and
 - c. Any deviations from the sign standards are fully consistent with the purposes outlined in Section 18.102 (Regulation of Signs) of the City's Zoning Code.