



## Sign Plan Application Form

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303 East B Street, Ontario, California 91764 Phone: 909.395.2036 / Fax: 909.395.2420

Dear Applicant:

In an effort to improve customer service and ensure development projects are processed as quickly as possible, the Planning Department finds it necessary to remind its clients that complete application submittals are crucial to the plan review process. In the past, accepting incomplete applications has led to errors and time delays at the end of the review process. I do not want this to happen to you.

Consequently, the Planning Department staff will only accept complete applications at time of submittal. All items requested by this application packet, along with the required filing fee, must be provided before the Planning Department counter staff can accept your application for filing. Please review all minimum requirements prior to submitting your application, as counter staff do not have the authority to waive any requirements.

Please remember that failure to provide all of the required plans and information will result in significant time delays in the processing of your application. If you have any questions regarding the necessity of any particular item required by this application packet, please feel free to contact the Planning Department counter supervisor to discuss your questions.

The Planning Department looks forward to a continued efficient and professional relationship with you in the future. If you have any questions, comments, or concerns regarding this matter, please feel free to contact the Planning Department at (909) 395-2036.

Respectfully,

A handwritten signature in blue ink, appearing to read "H. Noh". The signature is fluid and cursive.

Henry K. Noh  
Planning Director

**ATTENTION!**

The City of Ontario strives to provide you with efficient and effective service in a businesslike manner. We are committed to the principle that every interaction you have with the City must be based on honesty and integrity.

City employees are prohibited by law from soliciting or accepting money, services, or gifts of any kind in connection with the discharge of their duties.

If you are approached or are aware of any violation of this policy, please immediately contact any of the following:

- Scott Ochoa, City Manager ..... (909) 395-2396 or [sochoa@ontarioca.gov](mailto:sochoa@ontarioca.gov)
- Mike Lorenz, Police Chief ..... (909) 395-2710 or [mlorenz@ontarioca.gov](mailto:mlorenz@ontarioca.gov)
- Ethics Line ..... (800) 500-0333



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## GENERAL INFORMATION

### Subject Property

Tenant Name: \_\_\_\_\_

Address of Proposed Sign: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Business License No. \_\_\_\_\_ Exp. Date: \_\_\_\_\_

### Applicant/Contractor Information

Name of Applicant: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

<i>For Staff Use Only</i>	
File No.:	_____
Related Files:	_____
Date Submitted:	_____
Received by:	_____
Fees Paid: \$	_____
<input type="checkbox"/> Cash	<input type="checkbox"/> Check (# _____)
<input type="checkbox"/> Credit Card	
Receipt No.:	_____
<b>Action:</b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
By:	_____
Date:	_____

## PROJECT INFORMATION

Address of Proposed Sign: \_\_\_\_\_

Assessor Parcel No(s).: \_\_\_\_\_

Project Site is Located within the Downtown District (Note: The Downtown District is bordered by "I" Street on the north, Vine Avenue on the west, railroad tracks (immediately south of Emporia Street) on the south, and Sultana Avenue on the east)?  
 Yes..... No

**SIGNAGE STATISTICS**

Signs	Wall Signs		Freestanding Signs		Other Signs: (_____)	
	Area (in SF)	Letter Height	Area (in SF)	Height	Area (in SF)	Height
Existing Signs:						
Proposed Signs:						
Development Code Requirements (max. allowed):						

**APPLICANT CERTIFICATION**

I, the undersigned, certify and say that I am the applicant in the foregoing application, that I have read the foregoing application and know the content thereof, and state that the same is true and correct to the best of my knowledge and belief.

Furthermore, I hereby agree to defend, indemnify, and hold harmless the City of Ontario or its agents, officers, and employees, from any claim, action or proceeding against the City of Ontario or its agents, officers or employees, to attack, set aside, void, or annul any approval by the City of Ontario, whether by its City Council, Planning Commission, or other authorized board or officer, as it pertains to this application. The City of Ontario shall promptly notify the applicant of any such claim, action or proceeding, and the City of Ontario shall cooperate fully in the defense.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name (print or type): \_\_\_\_\_

**PROPERTY OWNER OR APPROVING AGENT ACKNOWLEDGEMENT**

I, the undersigned, certify and say that I am the  owner,  approving agent, for the property in the foregoing application, that I have read the foregoing application and know the content thereof, and agree to the filing of this application with the City of Ontario.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name (print or type): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_



## Sign Plan Application Form— Minimum Filing Requirements

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### WHAT IS A SIGN PLAN?

A Sign Plan is a set of drawings that describe, in detail, how a sign is proposed to be constructed and placed on a particular property.

### WHY IS A SIGN PLAN REQUIRED?

The City recognizes the need for signs as a means to identify businesses within the community, and further recognizes that signing is an important design element of the physical environment. The City is committed to preserving and improving its appearance and is striving to provide an economically stable and visually attractive community through site planning, building design, landscaping and signing.

When properly designed, a sign can be pleasing and can harmonize with physical character of its environment. Poorly designed signs, however, detract from the city's aesthetic value, can result in a reduction in property values and in some cases, can present a hazard to both pedestrians and motorists.

The City is committed to preserving its aesthetic value, assuring the health and safety of its residents, and to preserving and maintaining property values. To this end, the Ontario City Council has adopted regulations governing the placement, number, size and design of signs in the City. The implementation of these regulations is ensured through the Sign Plan Application process.

### MINIMUM FILING REQUIREMENTS

The following submittal documents are required to be submitted through our Citizen Portal Access website at <https://automation.ontarioca.gov/onlinePermits> or over the counter to the Planning Department at Ontario City Hall. If the application is submitted through Citizen Portal Access, all documents shall be in **PDF file format**.

- (1) Completed *Sign Plan Application Form*.
- (2) Provide the following plans and information. Applications submitted through Citizen Portal Access shall provide plans **in PDF file format**. Applications submitted over the counter to the Planning Department at Ontario City Hall shall provide three (3) sets of plans in color.
  - (a) A site plan showing the location of all proposed signs.
  - (b) Exterior building elevations showing the location of all proposed wall signs.
  - (c) A fully dimensioned elevation drawing of all proposed signs, describing the sign length, width, depth, letter height, materials and colors.
  - (d) A cross section showing how the sign will be attached to the building.
- (3) Photographs of the site, including existing signs and proposed sign location(s).
- (4) Provide a copy of the current business license for the business requesting sign approval or provide the business license number on the *Sign Plan Application Form*.
- (5) Filing fee (see Planning Department Fee Schedule found here: <https://www.ontarioca.gov/Planning/Applications>). This fee will be invoiced upon confirmation by staff that all minimum filing requirements were provided.