



Community Development Department Planning Division

SIGN REVIEW APPLICATION FORM

**** Applications are only accepted electronically via the Planning Department Website at www.ci.benicia.ca.us/planning. To speak to a Planner of the Day, please call 707-746-4320.**

1. Basic Information.

Project Name _____
Address/location _____ APN(s) _____

2. Contact Information.

Property Owner

Name _____ Organization _____
Mailing address _____ Fax _____
Phone _____ Phone (2) _____ E-mail _____

Applicant, if different from owner

Name _____ Organization _____
Mailing address _____ Fax _____
Phone _____ Phone (2) _____ E-mail _____

Designer

Business _____ Individual's Name _____
Mailing address _____ Fax _____
Phone _____ Phone (2) _____ E-mail _____

3. Project Description and required drawings/photographs:

Provide drawings and/or photographs showing the length of the building or portion of the building for which the sign is being sought and include the proposed sign with dimensions, design, color and location on the building. Also, please include the location and size of all existing signs on the building.

Location of sign/s (Describe here and note on attached drawings/photographs) _____

	Sign 1/Primary sign	Sign 2 (use if necessary)
Sign type (freestanding, shingle, projecting, wall-mounted, hanging, canopy, etc.)	_____	_____
Proposed size (height, width, depth)	H: _____ W: _____ D: _____	H: _____ W: _____ D: _____
Proposed sign area (square feet)	_____	_____
Width of Building Frontage (linear ft.)	_____	_____
Construction type (ICL, MDO, etc.)	_____	_____
Color		
Background	_____	_____
Lettering	_____	_____
Type of illumination	_____	_____
Other information/Conditions	_____	

4. Signatures. Both signature lines must be signed, even if the applicant and property owner are the same.

Applicant _____ Date _____

Property Owner _____ Date _____

For Staff Use:	Appl. # _____	In Historic District? <input type="checkbox"/>	Date Filed _____
Date Entered _____	Entered By _____	Receipt # _____	Total Fees Paid \$ _____