APPLICATION FOR SIGN PERMIT

TOWN OF LOS GATOS - COMMUNITY DEVELOPMENT DEPT.
Civic Center: 110 E. Main Street, Los Gatos, CA 95030
Phone: (408) 354-6874    FAX: (408) 354-7593

Permanent Sign: $353.40
Temporary Sign: $112.86
Change of Face: $176.70
Sign Program: $2,365.50

Building Address: ___________________________ Zone: __________________
Assessor’s Parcel Number(s): ___________________________

Street Frontage: Street Name(s): ___________________________
Business Frontage (ft.): Primary Business frontage: ____________________________ (ft.)
                                Secondary business frontage: ____________________________ (ft.)
Type of Sign Requested: ____________________________
Sign Area (sq.ft.) per face: ____________________________ Total: ____________________________ (sq.ft.)
  * (NOTE: For individual channeled letters, a six (6) inch margin around the letters will be included in the total sign area)
Sign Height (if freestanding or ground sign): ____________________________ (ft.)
Overhead Clearance (if projecting or marquee sign): ____________________________ (ft.)
Sign Materials (i.e., wood, metal canister, plastic, etc.): ____________________________
Describe illumination (if any): ____________________________ Intensity: ____________________________

Is the application in conformance with LG Town Code Chapter 29? Yes _______ No _______
Is the application in conformance with the Commercial Design Guidelines? Yes _______ No _______
If applicable; is the application in conformance with the Sign Program? Yes _______ No _______
Is the application to modify a nonconforming sign? Yes _______ No _______
Is the application to erect a temporary sign? Yes _______ No _______
Date temporary sign will be removed: ____________________________

Prepare a sketch of the sign(s) showing dimensions, copy, colors and placement on the building. If the sign is a freestanding or
ground sign, prepare a plot plan for the property which clearly indicates sign placement.

Are there existing signs on the parcel that will remain? Yes _______ No _______
If yes, attach an inventory of all existing signs. The inventory must include the size and the location on the building or
property. (The inventory of signs need not be done for shopping centers of more than 30,000 sq. ft. or building area.)
Attach photographs of each wall upon which sign is requested, or each location.

__________________________________________  ____________________________  ____________________________
Name of Applicant                       Address                           State                       Zip

__________________________________________
E-mail Address

I hereby certify under penalty of perjury that all application materials and plans are true and correct.

Applicant’s Signature: ____________________________ Date: ____________________________

__________________________________________  ____________________________  ____________________________
Name of Property Owner                Address, City, State, Zip         Phone Number

__________________________________________
Property Owner’s Signature

DO NOT WRITE BELOW THIS LINE (FOR DEPARTMENT AUTHORIZATION)

Sign(s) permitted by section(s) ____________________________ of the Zoning Ordinance.
Approval granted: Yes _______ No _______

Planning Division Authorization ____________________________ Date: ____________________________
Receipt No. ____________________________ Sign Permit No. ____________________________

COMMENTS: Building or electrical permit(s) may be required to erect signs authorized by this permit.

PLPERMIT  PLTRACK  PLANAP  TOTAL
New Permanent Sign $ 310.00 $ 12.40 $ 31.00 $ 353.40
Temporary Non-Residential $ 99.00 $ 3.96 $ 9.90 $ 112.86
Change of Face Only $ 155.00 $ 6.20 $ 15.50 $ 176.70
Sign Program $ 2,075.00 $ 83.00 $ 207.50 $ 2,365.50

Please note: The information contained in this application is considered part of the public record. Therefore, it will appear in both the public record file for the site address,
which is available upon request, and on the permitting system on the official Town of Los Gatos website at www.losgatosca.gov.

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