



**COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
PLANNING DIVISION**

P.O. Box 1609, Mammoth Lakes, CA 93546

Phone: (760) 965-3630 Fax: (760) 934-7493

www.townofmammothlakes.ca.gov

SIGN PERMIT APPLICATION

(Municipal Code Section 17.48)

GENERAL INFORMATION

Business Name: _____

Business Mailing Address: _____

Applicant Name: _____ Applicant Phone: _____

Mailing Address: _____ Applicant E-Mail: _____

Property Owner Name: _____ Applicant Fax: _____

Property Owner Mailing Address: _____

PROPERTY INFORMATION

Site Address: _____ Assessors Parcel No.: _____

Business Frontage¹ (Total sign area cannot exceed 2/3 business frontage): _____

Master Sign Program (MSP)²: Y N If yes, do proposed signs comply with MSP? Y N

SIGN NUMBER AND TYPE (Check all that apply)

Total Number of Signs: _____

Awning Sign Electronic Message Sign Halo Lit Sign Hanging Sign

Monument Sign Sign with Neon Details Projecting Sign Wall Sign

Window Sign Other (Describe): _____

SIGN SPECIFICATIONS

Type of Sign	Height	Width	Area	Double-faced	3-dimensional
1. _____	_____	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>
2. _____	_____	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>
3. _____	_____	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>
4. _____	_____	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>
5. _____	_____	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>

Total Sign Area: _____

¹ Business frontage is the width of a building occupied by a single business tenant that fronts on a public street or faces a plaza, courtyard, pedestrian corridor or walkway, parking lot, or alley, where customer access to the building is available. Where a business has two separate frontages, additional signage shall be allowed up to the amount allowed for the primary frontage. The secondary frontage may not include a customer access point to the business.

² Master Sign Programs are required for sites with four or more businesses or tenant spaces.

Sign Materials: _____

Sign Colors: _____

Sign Lighting: None External/Down-directed Halo Electronic Message

Monument Sign Height (height above finished grade): _____

Placement Location(s): _____

Attach a drawing, site plan, picture, and/or other accurate representation of the proposed sign(s), showing proposed location(s) on the site and/or building, dimensions, colors, materials, and lighting.

SIGN INSTALLATION CRITERIA

Check off the appropriate boxes regarding the type of sign you are proposing to install. Please contact the Building Division at 934-8989 ext. 274 if you require additional information or have questions.

Wall Mounted Signs

Standard: Maximum 2.5 inches thickness (fir, pine, similar) suggested sign attachment two 1/2 inch diameter x 6 inch lag bolts, minimum 2 1/2 inch penetration into wall framing; no building permit required.

Custom: Building permit required. Provide detailed plans and calculations.*

Monument Signs

Less than 4 feet in height requires site plan of proposed sign identifying location to determine vehicular line of sight; identify dimension of sign setback from the right-of-way. No building permit required.

Height 4 feet or greater requires a building permit. Provide detailed plans and calculations.*

New Electric Service

Building permit required. Note source of power, lighting type, and type of wiring.*

Other

Most other signs (e.g., hanging or projecting) require a building permit. Provide detailed plans and calculations if applicable.*

The following items must be submitted for all signs requiring a building permit (Note: A building permit submittal is separate, and in addition to, the sign permit application submittal and process):

Three sets of plans, stamped by an architect or engineer licensed in the State of California that include wind load design, foundation/footing design, and electric details (if applicable).

Associated details and engineering computations.

Site plan of proposed sign identifying location for monument signs.

CERTIFICATION

I, the applicant, hereby certify that all information contained herein is true and accurate and shall hereby acknowledge that I have read this application and I will comply with all Town of Mammoth Lakes ordinances and conditions of approval relative to this permit.

Applicant Signature: _____

Date: _____

Property Owner Signature: _____

Date: _____

* A C-61/D-42 contractor's license is required to install signage. A C-10 electrical license is required for electrical work.

SIGN REVIEW PROCESS

A sign permit typically takes no longer than 2 weeks to process (if review by the Planning and Economic Development Commission Sign Committee ("SC") is required, it may take an additional week or if review by the Planning and Economic Development Commission (PEDC) is required, it may take 3-4 months). If an appeal to the PEDC is filed, it may take up to 6 weeks, or longer depending on the PEDC meeting schedule and agenda items.

1. Intake (1 day): When submitting a sign application request, Community and Economic Development Department Staff will follow the intake procedure to ensure the application is acceptable for submittal.
2. Completeness Review (1-5 days): The application is assigned to a Project Planner for review. The Project Planner reviews the material submitted with the application request to determine if all the required information has been provided. If the application submittal is deemed "incomplete," the Project Planner prepares a letter to the applicant requesting the additional information required to complete the application submittal. The Project Planner will not conduct a conformance review until the application is deemed complete.
3. Conformance Review (1-8 days): After deemed complete, the Project Planner evaluates the application for conformance with the Sign Ordinance, Design Guidelines, and a Master Sign Program, if applicable. The Project Planner will prepare a letter to the applicant identifying any conformance issues and/or concerns, if any. The PEDC Sign Committee (SC) reviews all signs proposed within "The Village at Mammoth," monument signs, and any other signs determined by the Project Planner to require the SC's review. Electronic message signs require submittal of a minor design review application and approval by the PEDC.
4. Determination (1 day): If no SC or PEDC review is required, the Project Planner may approve or deny the sign application depending on whether it is consistent with the Sign Ordinance, Design Guidelines, and Master Sign Program, if applicable. If SC or PEDC review is required, the SC or PEDC may recommend approval or denial of the sign application based on the same findings. If an appeal is filed, the PEDC will make the determination.

TOWN USE ONLY		
Permit No. _____	Date Received _____	Fees Received _____
Receipt No. _____	Check No. _____	Cash _____
INTAKE CHECKLIST		
Completed application form <input type="checkbox"/>		
Sign permit fee <input type="checkbox"/>		
Drawing, site plan (monument signs), picture, and/or other accurate representation of the proposed sign(s), showing proposed location(s) on the site and/or building, dimensions, colors, materials, and lighting <input type="checkbox"/>		
Material and color samples (optional) <input type="checkbox"/>		
Photos showing existing business signage (if applicable) <input type="checkbox"/>		

Table 17-48.100(B)
Sign Standards for Non-Residential Zones (See Table 17-48.100(A) for Residential Zones)

Allowed Sign Type	Maximum Sign Area	Maximum Sign Height	Lighting Allowed?	Maximum Number	Maximum Sign Area (Aggregate)	Additional Requirements ¹
Awning (17.48.090.A)	Not exceed 50% of lineal awning frontage or 30 s.f., whichever is less ²	Ground level businesses only	Only indirect lighting (no internal illumination, halo, or neon allowed)	2 of any combination of allowed sign types per business frontage; however, only 1 of each sign type is allowed per business frontage ^{3, 4, 5}	Total allowable sign area shall not exceed 2 square feet for each 3 lineal feet of business frontage ³ ; each business is allowed a minimum of 12 s.f. of signage regardless of frontage length	8 foot clearance; translucent material prohibited; See Subsection 17.48.090.A
Changeable copy (17.48.090.B)	Limited by sign type	Limited by sign type				See Subsection 17.48.090.B
Hanging (17.48.090.G)	8 s.f.	Ground level businesses only	Indirect lighting, halo lit, and neon details allowed			Cannot extend more than 6 feet from wall; 8 foot clearance; See Subsection 17.48.090.G
Monument (17.48.090.H)	30 s.f.	8 feet; 12 feet on Main Street and Lake Mary Road ⁶	Indirect lighting and halo lit allowed			See Subsection 17.48.090.H
Projecting (17.48.090.J)	12 s.f.	Ground level businesses only	Indirect lighting, halo lit, and neon details allowed			Shall be double-sided; See Subsection 17.48.090.J
Theater (17.48.090.K)	May exceed 30 s.f. if approved by Director	Limited by sign type	Indirect lighting, internal illumination, halo, and neon allowed; Only indirect lighting allowed if greater than 30 s.f.			See Subsection 17.48.090.K
Wall (17.48.090.L)	30 s.f.	Not displayed above the second story	Indirect lighting, halo lit, and neon details allowed	Cannot project more than 6 inches from wall; See Subsection 17.48.090.L		
Window (17.48.090.M)	25% of window or 30 s.f., whichever is less	Ground level and second story only	No	No more than 4 per business	Cannot be more than 1 inch thick; See Subsection 17.48.090.M	
Electronic message (17.48.090.E)	Limited by sign type, and no greater than 30 s.f.	Limited by sign type	Internal illumination (electronic message)	One per property ⁷	Only allowed in the Public and Quasi-Public Zone; requires a minor design review permit; See Subsection 17.48.090.E	
Halo lit (17.48.090.F)	20 s.f.	Limited by sign type	Internal illumination (halo)	One per business ⁷	Not in any residential zone; See Subsection 17.48.090.F	
Neon details (17.48.090.I)	20 s.f.	Limited by sign type	Internal illumination (neon)	One per business ⁷	Not in any residential zone; See Subsection 17.48.090.I	
Other signs: See Standards for Specific Types of Signs (17.48.090) and Signs Not Requiring a Permit (17.48.040)						

Notes:

- (1) See Standards for Specific Types of Signs (17.48.090) and Signs Not Requiring a Permit (17.48.040).
- (2) Copy on an awning that does not exceed six inches in height and consistent with Subsection 17.48.090.A is not counted towards total allowable sign area or number.
- (3) Additional signage may be allowed for the second frontage consistent with Subsection 17.48.080.C.3.
- (4) More than one monument sign may be allowed consistent with Subsection 17.48.090.H.1.
- (5) Signs shall be allowed on sides of buildings or businesses not considered as business frontage consistent with Subsection 17.48.080.B.3.
- (6) Additional monument sign height may be allowed consistent with Subsection 17.48.090.H.3
- (7) Signs count towards the maximum number of signs allowed.