



SIGN APPLICATION

Community Development Department, Planning Division
1666 North Main Street, P.O. Box 8039
Walnut Creek, CA 94596
(925) 256-3558 information (925) 256-3500 fax
www.walnut-creek.org website

For Staff Use Only
(Date Stamp)

Sign Review # _____
Work Order #: _____
Parcel Map #: _____
Total Deposit/Fee: \$ _____
Receipt #: _____
Received By: _____

APPLICANT: PLEASE PRINT CLEARLY AND FILL IN ALL APPLICABLE SECTIONS

I. Site Information

Business Name: _____ Business Address/Sign Location: _____
Nature of business or use of sign(s): _____
Ground floor area of business: _____ sq. ft.
Ground floor principal frontage of business/tenant space: _____ ft.
Area of property: _____ sq. ft. Sign Program: ☐ Yes ☐ No

II. Sign Information

Sign area of all existing signs to remain: _____ sq. ft. _____ sq. ft. _____ sq. ft. _____ sq. ft.
Total sign area of proposed and existing signs to remain on principal frontage: _____ sq. ft.
Sign area on each other frontage: _____ sq. ft. _____ sq. ft. _____ sq. ft.
Type and number of proposed signs:
Wall/Fascia _____ Freestanding/Monument: _____ Blade: _____ Awning Copy: _____
Illumination: ☐ Internal Neon/Fluorescent ☐ Indirect Spot/Flood Lights ☐ Halo/Backlit ☐ None

III. Complete the following as it relates to each proposed sign:

Sign #	Dimensions		Mounting or Support	Type, spacing & specs	Material
	Vertical	Horizontal			

PROPERTY OWNER OR AGENT AUTHORIZATION:

NAME: _____
COMPANY: _____
ADDRESS: _____
CITY, STATE: _____ ZIP: _____
PHONE #: _____ FAX #: _____
EMAIL: _____

CHOOSE ONE:

- ☐ I am the property owner and hereby authorize the filling of this application.
☐ I am the applicant and am authorized by the owner to file this application.

SIGNATURE: _____

DATE: _____