



# CITY OF EL MONTE

Community and Economic Development  
Planning Division

## Sign Plan Review Application

See the El Monte Municipal Code (EMMC) Chapter 17.80 (Sign Standards and Signage Regulations) for the full text.

BUSINESS ADDRESS (SIGN LOCATION)

BUSINESS OWNER'S NAME

NAME OF BUSINESS

BUSINESS LICENSE NO.

TELEPHONE NUMBER

SIGN CONTRACTOR (If different than owner)

E-MAIL ADDRESS

BUSINESS LICENSE NO.

TELEPHONE NUMBER

Master Sign Program (MSP) Required?

\*Multi-tenant properties must comply with Master Sign Program (MSP)

Yes      Date Approved: \_\_\_\_\_       No

Application Type:

MSP       Wall Sign       Monument

### STANDARD CONDITIONS:

\*Retain this application and all attachments for your records.

- Final Inspection Required
- Remove Old Signage
- Repair/ repaint any damage caused by old signage to match façade

### APPLICATION REQUIREMENTS:

One (1) set of plans for initial review with:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Site Plan             | <input type="checkbox"/> Directional Signs   | <input type="checkbox"/> Façade Dimensions/ Area                 |
| <input type="checkbox"/> Sign Dimensions/ Area | <input type="checkbox"/> Elevations Cross-section showing 1" minimum off-set from wall | <input type="checkbox"/> Letter, Background, Trim Color (max. 4) |
| <input type="checkbox"/> Letter Style          | <input type="checkbox"/> Method of Illumination  | <input type="checkbox"/> Written Property Owner Authorization    |
| <input type="checkbox"/> Method of Mounting    |  |  |

All information provided is correct and accurate. I/ we agree to comply with all city ordinances regulating signs.

Applicant Signature

Printed Name

Date