



CITY OF RIDGECREST – PLANNING DEPARTMENT  
100 West California Avenue  
Ridgecrest, CA 93555-4054 (760) 499-5063

**ADVERTISING SIGN  
APPLICATION FOR PLANNING REVIEW  
(APPROVAL REQUIRED PRIOR TO APPLYING FOR BUILDING PERMIT)**

Date: \_\_\_\_\_  
Quantity of Signs Proposed: \_\_\_\_\_  
Types of Proposed Signs: Wall \_\_\_\_\_ Pole \_\_\_\_\_ Monument \_\_\_\_\_ Other \_\_\_\_\_  
Business Name \_\_\_\_\_  
Site Address \_\_\_\_\_  
Contact Person(s) \_\_\_\_\_  
Phone # \_\_\_\_\_ Email: \_\_\_\_\_

**REQUIRED SUBMISSION ITEMS**

1. A scaled drawing of sign showing size, height, colors and materials.
2. Photo(s) showing location of existing and proposed signing on the building.
3. A plot plan showing location in relation to structures is required for all signs.
4. A letter of intent describing project.

**ALL SUBMITTAL ITEMS MUST BE INCLUDED AND ALL AREAS OF THE APPLICATION MUST BE COMPLETE.**

**\*\*\*APPLICATIONS WILL BE RETURNED TO APPLICANT IF DEEMED INCOMPLETE\*\*\***

**PROCEDURE:**

- **PLANNING APPROVAL:** Planning will review this application against the Municipal Code Section 106-402 Signs. You will be notified within 14 days if your sign conforms to the Code.
- **BUILDING PERMITS:** After Planning Approval you must apply for a Building Permit. Depending on your type of sign, the plan check process may take 8 weeks.

I have reviewed this procedure and agree not to install the sign without the proper approvals and permits.

**Applicant Signature** \_\_\_\_\_

For questions regarding this application, call the City’s Planning Department at (760) 499-5071 or (760) 499-5063

Standard Sign Application	\$ 75.00 _____
Conditional Use Permit for a Sign (if necessary)	\$ 470.00 _____
Categorical Exemption (if necessary)	\$ 60.00 _____

Cash or check only. Please make check payable to “City of Ridgecrest”.

**CITY OF RIDGECREST - PLANNING DEPARTMENT**

# SIGN APPLICATION

## APPLICANT

Name of Business \_\_\_\_\_

Address \_\_\_\_\_ Phone No \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone No \_\_\_\_\_

## CONTRACTOR

Name of Sign Company \_\_\_\_\_

Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Contractor's License No. \_\_\_\_\_ City Business License \_\_\_\_\_

## LOCATION

Multiple Tenant Building? \_\_\_\_\_ Yes \_\_\_\_\_ No

Number of Tenants \_\_\_\_\_ Number of Existing Signs \_\_\_\_\_ Total sq. footage  
of existing signs \_\_\_\_\_

\*Linear foot measurement of building frontage on nearest street \_\_\_\_\_  
(\*For corner lots calculate longest building frontage)

## DESIGN OF SIGNS

Aggregate sq. ft. of proposed sign (both sides) \_\_\_\_\_

Materials \_\_\_\_\_

Colors \_\_\_\_\_ Type of Lighting \_\_\_\_\_

Location and Method of Mounting \_\_\_\_\_

Height of proposed freestanding sign \_\_\_\_\_ Valuation of Sign(s) \$ \_\_\_\_\_

\_\_\_\_\_  
**APPLICANT'S PRINTED NAME**

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

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**DEPARTMENTAL USE**

Date Application Received: \_\_\_\_\_ Recv'd By: \_\_\_\_\_

Land Use Zone: \_\_\_\_\_ Sign Application#: \_\_\_\_\_

Application Complete: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Total Submitted: \$ \_\_\_\_\_ Check#: \_\_\_\_\_ Cash: \_\_\_\_\_

**TYPE OF SIGN** (check one)

\_\_\_\_\_ Trade Construction

\_\_\_\_\_ Permanent-Main Sign

\_\_\_\_\_ Temporary Sign

**APPROVAL**

\_\_\_\_\_ APPROVED

\_\_\_\_\_ DISAPPROVED for one or more of the following reasons;

\_\_\_\_\_ Oversize

\_\_\_\_\_ Location

\_\_\_\_\_ Colors

\_\_\_\_\_ Graphics

\_\_\_\_\_ Not allowed due to sign program specifications

\_\_\_\_\_ Other

If the sign is in violation or has been disapproved and is already erected, **REMOVE** within **FIVE (5) DAYS**.

Conditions of Influence \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Ridgecrest Municipal Code 106-405. - (Sign) General Regulations**

**TABLE I  
Regulations Regarding Permitted Aggregate Sign Area, Maximum Height, and Minimum Setback**

Zone	Monument***	Pole Signs**	Wall, Roof & Window Signs	Min. setbacks except wall, projecting, and monument signs***	Aggregate Sign Area Total for All Permanent Signs [square feet]
	Maximum Height				
Single-Family Residential	N/A	N/A	N/A	N/A	N/A
Uses such as Conditional Use Permits					(.33) x length of street frontage
Multi-Family	5'	N/A	20'	None	*(.33) x length of street frontage
Neighborhood Commercial	5'	20	30	5'	(1.5) x length of building frontage
Professional Office	5'	20'***	30'****	5'	(1.5) x length of building frontage
General Commercial, Recreation, Schools, & Public Use	5'	20'***	60'	5'	(2.0) x length of building frontage
Service Commercial	6'***	20'	60'	5'	(2.0) x length of building frontage
Light Industrial	8'	20'	40'	5'	(2.0) x length of building frontage
Heavy Industrial	8'***	20'	40'	5'	(2.0) x length of building frontage

\* The Planning Commission may by Use Permit allow an increase in maximum aggregate area for conditional uses in this district and for lots wider than 60 feet.

\*\* Plus one additional foot for every five feet of additional setback from the front and corner side yard but not exceeding 25 feet.

\*\*\* Not over three feet six inches in cross-visibility area.

\*\*\*\* The Planning Commission may by Use Permit allow maximum height to vary depending on building height.

The Planning Commission may by Use permit allow an increase in maximum aggregate area for lots with less than 100 feet of allowable sign frontage.