



# ZONING ADMINISTRATIVE SIGN PERMIT

Planning & Building Department  
10601 Magnolia Avenue, Santee, CA 92071  
(619) 258-4100, Extension 167

**THIS APPLICATION IS A REQUEST FOR APPROVAL OF A LAND USE PERMIT. DO NOT BEGIN CONSTRUCTION PURSUANT TO THIS APPLICATION UNTIL YOU HAVE RECEIVED WRITTEN APPROVAL FROM THE CITY AND HAVE OBTAINED ANY REQUIRED BUILDING PERMITS.**

**PLEASE COMPLETE ALL OF THE INFORMATION REQUESTED ON THIS APPLICATION TO ALLOW EXPEDIENT PROCESSING OF YOUR REQUEST. PLEASE PRINT.**

1. _____ Name of Applicant Address _____ _____ Phone ( _____ ) _____ Email _____ Signature _____	2. _____ Name of Property Owner Address _____ _____ Phone ( _____ ) _____ Email _____ Signature _____
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**3. Name of Business & Shopping Center:** \_\_\_\_\_

**4. Project Street Address (incl. suite):** \_\_\_\_\_

**5. Proposed Signs** (sign types: wall, freestanding\*, directional, canopy)

Sign Type \_\_\_\_\_ Sign s.f. \_\_\_\_\_ Sign Location \_\_\_\_\_ Illuminated Yes or No

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Sign Type \_\_\_\_\_ Sign s.f. \_\_\_\_\_ Sign Location \_\_\_\_\_ Illuminated Yes or No

\*include height of freestanding sign

**6. Existing Signs:**

Sign Type \_\_\_\_\_ Sign s.f. \_\_\_\_\_ Sign Location \_\_\_\_\_ Remain or Remove

Sign Type \_\_\_\_\_ Sign s.f. \_\_\_\_\_ Sign Location \_\_\_\_\_ Remain or Remove

**7. Is the subject building located in a center with ten or more businesses?** Yes or No

**8. Is there an approved Comprehensive Sign Program (CSP)?** Yes, CSP No. \_\_\_\_\_ or No

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## SUBMITTAL REQUIREMENTS

Apply for a Zoning Administrative Sign (ZAS) permit at [SanteePortal.org](http://SanteePortal.org) and have the following items digitally ready to submit online:

1. Completed and signed application form (original signatures required).
2. Proof of approval of sign by property owner or agent.
3. Application fee.
4. Digital Plan Set of plans that show the following:
  - a. Site Plan, drawn to scale, depicting all structures, streets, driveways, sidewalks, parking areas, and landscaping; and also showing:
    - (i) For proposed freestanding sign(s): Five sets of plans, sign location(s) on property and dimensioned relation to property line, nearest curb, adjacent driveway, or other objects to clarify exact location.
    - (ii) Building frontages, dimensioned, (wall signs only).
  - b. Elevations showing design, dimensions, colors, and materials proposed. The location of the wall signs on the building, type of illumination, section(s), and colors and materials proposed (sample colors and materials may also be required).
  - c. On the elevation(s), dimension the length (in feet) of the business' frontage.
  - d. On the sign details, note the dimensions of the sign in feet and inches and place a note adjacent to each sign that specifies the area of the sign in square feet.
  - e. If a Building Permit is required, the plans shall show structural details, attachment points, electrical details (if any), and footings (freestanding signs).
5. Provide the Title 24 report if the proposed signage will be illuminated.
6. Any additional information deemed necessary by the Director of the Planning & Building Department.

Note: A Comprehensive Sign Program (CSP) is required for all new commercial centers and industrial centers consisting of ten or more tenant spaces. If the proposed signage is within an existing center with a CSP, there may be additional requirements on top of the standards listed within the sign section of the Santee Municipal Code.