



Community Development Department

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362
Planning Division • Phone 805/449.2323 • Fax 805/449.2350 • www.toaks.org
Building Division • Phone 805/449.2500 • Fax 805/449.2575 • www.toaks.org

SIGN APPLICATION AND INSTRUCTIONS (REVOCABLE)

No application will be accepted as complete for processing without the following requirements:

1. Application form (Every space filled in. If question does not apply, then mark "N/A.").
2. *Three (3) plot plans showing locations of buildings, roadways, property lines, existing signage location(s), dimensions of landscaped area or planters (freestanding signs) and requested sign location(s). All drawings to scale, with scale clearly indicated.
NOTE: All plans must be folded to a size not to exceed 11"x17" prior to submittal. The lower right-hand corner containing identifying information shall be folded to the outside.
3. Property owner's consent form completely filled in and signed by the property owner or landlord for building.
4. Filing Fee: Refer to the City's Fee Schedule or contact the Community Development Department at (805) 449-2323. (This amount does not include any applicable Building & Safety fee).

* If a Building Permit is required, submit plans with a **completed** Building Permit application.

SIGN NO.	PLANNING CASE NO.	BUILDING PERMIT NO.
S — _____	SGN _____ — _____	BP _____ — _____
(Office Use Only)	(Office Use Only)	(Office Use Only)

FILL IN BELOW: (Please Print Clearly)

Sign Copy Reads: _____

Location of Sign (Address): _____

Name of shopping center: _____

Request (Indicate the **number** of signs, **square footage** of each sign with **calculations on plans** and whether or not the sign is **freestanding** or **on-building**):

Business Owner: _____

Contractor: _____

Address: _____

Address: _____

City: _____ ZIP: _____

City: _____ ZIP: _____

Phone: (_____) _____

Phone: (_____) _____

**CONSENT OF PROPERTY OWNER
FOR THE PLACING OR REMOVAL OF IDENTIFICATION DISPLAY**

On this date, _____, I hereby certify under penalty of perjury that I am the owner or person in control or possession of the property located at _____

_____ upon which I have consented to the placing of an outdoor identification display as shown on the attached drawing(s). I understand and give my consent to the City of Thousand Oaks to remove any sign which is in violation of the Thousand Oaks Municipal Code located on the property described above.

Signature

Address

Print Name

Date

SIGN SPECIFICATIONS

1. TYPE OF SIGN (Check Below)

- | | | |
|---|--|------------------------------|
| <input type="checkbox"/> On-Building | <input type="checkbox"/> Face Change | Tenant's Frontage _____ Feet |
| <input type="checkbox"/> Freestanding | <input type="checkbox"/> Illuminated | Building Frontage _____ Feet |
| <input type="checkbox"/> Directional
(Maximum 3 square feet) | <input type="checkbox"/> Non-Illuminated | Property Frontage _____ Feet |

2. MATERIALS AND COLORS

- Wood Sign Plex Sign Other _____
(Describe)

Background Color _____ Color Number _____
Letter Color _____ Color Number _____
Return Color _____ Color Number _____
Trim Cap? Yes No Size _____ Color _____
Wood Wrap? Color _____ Color Number _____
Sign Base (Freestanding) Materials _____ Color _____

3. SIZE

On-Building Height _____ Length _____ AREA _____ *

Freestanding FACE Height _____ Length _____ AREA _____ **

Sign Base (Freestanding Sign) Height _____ Length _____

* Section 9-4.2303(d) of the Thousand Oaks Municipal Code defines area of sign "to be computed as the entire area within a single continuous perimeter of not more than eight (8) straight lines enclosing the extreme limits of writing, representation, emblem, logo, or any figure of similar character, together with any material or color forming an integral part or background of the display or used to differentiate such sign from the backdrop or structure against which it is placed."

** Only one face of a double-faced sign shall be considered in determining sign area provided both sides are of essentially similar design and not more than twenty-four inches (24") apart. The supports, uprights, structures, or extraneous design features of a sign shall not be included in determining the sign area unless they are designed in such manner as to form an integral part or background of the display.

