



CITY OF LINCOLN  
Development Services Department  
600 Sixth Street  
Lincoln, CA 95648  
(916) 434-2470 - office  
(916) 645-3552 - fax

## A-Frame/Portable Sign Permit Application

**CONTRACTOR/APPLICANT** \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ Contact Name \_\_\_\_\_

**LOCATION of SIGN** (address) \_\_\_\_\_

**LOCATION** (circle one)      **Public Property**                      **Private Property**

**PRIVATE PROPERTY OWNER** \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ Contact Name \_\_\_\_\_

**SIGNATURE** (*property owner*) \_\_\_\_\_

**PRINT NAME** (*property owner*) \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIZE**      Height by Width: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS** – 2 sets of the following:

- Dimensioned site specific plan showing frontage of building, sidewalk, curb, gutter, landscaping, etc., with proposed location of sign.
- Picture/drawing of the proposed sandwich board/'A' frame sign.
- \$65.00 permit fee
- If on Public Property, provide a completed Encroachment Permit Application and a \$225 fee for review.
- Encroachment Permit - Provide proof of insurance showing the City as an additional insured.

**OFFICIAL USE ONLY**

Fees: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

DENIED \_\_\_\_\_ DATE \_\_\_\_\_