

County of Santa Clara

Roads & Airports Department

Airports Division
2500 Cunningham Avenue
San Jose, California 95148
(408) 929-1060 FAX (408) 929-8617



Reid-Hillview Airport
(408) 929-2256

Palo Alto Airport
(650) 856-7833

South County Airport
(408) 683-4741

SIGN APPLICATION (Permanent and Temporary Signs)

Instructions:

Complete one application form for each different sign. As contained in your lease, you must have approval for all signs prior to installation. You will receive notification of approval or denial within fifteen working days or will be notified during that period of complications to the process. Do not install any sign until the County has granted approval.

Signs at Palo Alto Airport must have approval from the City of Palo Alto, and must meet the specific requirements of the Airport Master Sign Program. Call the Palo Alto Division of Inspection Service (650) 329-2276, for an application form and a description of these requirements. Temporary permits are available from the City of Palo Alto for sign use during the approval process. Temporary permits are good for approximately thirty (30) days. Temporary signs must also be approved by the County.

Name of Tenant _____

Address _____

Contact _____ Phone _____

Subtenant Name (when applicable) _____

Contact _____ Phone _____

Signs may only identify the firm and product or give directions, what will the proposed sign say?

Describe how the sign will be mounted and method of fastening.

Free Standing (must be neat and parallel to building) _____

Wall surface mounted _____

Roof Mounted

Ridge _____

Eave _____

Other roof location _____

Other Location _____

Sign Material _____

Background Color _____ Text Color _____

Other Color _____

Dimensions

Height _____

Width _____

Length _____

Area _____

Location

Where will the sign be located _____

How many signs of this exact type do you wish to install _____

Is this a temporary sign (yes/no) _____ If yes, for how long _____

- Attach a scale drawing of the site, including a whole view of the building with all existing and proposed signs.
- Attach a sketch of the proposed sign.
- In some instances a location map may be necessary, check with airport administration.
