



<b>FOR OFFICE USE ONLY</b>	
CASE #:	_____ - PSSM
IFAS #:	_____

# MINOR MODIFICATION TO AN APPROVED SIGN PROGRAM

This application is intended to be used only for those specific modifications listed on the reverse side of this form, when Development Services has determined that a proposed modification complies with all applicable zoning regulations.

To qualify for processing as a Minor Modification (PSSM), you may request no more than two of the changes on the list, and the Sign Program may not have received a Minor Modification within the previous four months. In the event that more than two changes are requested, or if a Minor Modification has been processed within the previous four months, you must file a [Sign Program Modification](#) application (PSS).

## SUBMITTAL REQUIREMENTS

1. Provide only those pages in the existing Sign Program that you wish to revise.
2. Fill out Sections 1 through 5 of this form. Be sure to obtain property owner authorization in Section 3 below.
3. Revise the Sign Program pages and save as a PDF.
4. Complete the [Developer Deposit Case Set-Up](#). You will receive a billing invoice for the \$200 deposit after submittal.
5. The application and attachments should be uploaded to the Online Portal.

Review of the PSSM will be based on an hourly rate of \$146.08. Staff will review the proposed modification within five working days of payment. If you have any questions, please call the Development Assistance Center at 949-724-6308.

## SECTION 1

This is an application to modify approved Sign Program number \_\_\_\_\_ for  
 \_\_\_\_\_ located at \_\_\_\_\_ .  
 NAME OF DEVELOPMENT STREET ADDRESS OF DEVELOPMENT

## SECTION 2

APPLICATION DATE:

APPLICANT NAME		FIRM NAME
ADDRESS		EMAIL
CITY	ZIP	PHONE

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

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## SECTION 3 - PROPERTY OWNER AUTHORIZATION

OWNER NAME		COMPANY NAME
ADDRESS		EMAIL
CITY	ZIP	PHONE

I am the property owner, or the authorized representative of the property owner, and I consent to the filing of this application for Sign Program Modification.

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
DATE

## SECTION 4 - TYPE OF MODIFICATION REQUESTED

NOTE: This application may only be used for the following types of modifications, and only for signs that are consistent with the City of Irvine Zoning Ordinance. Requests for more than listed below will require the filing of a standard [Development Case Application](#) for a Sign Program Modification, accompanied by the appropriate deposit or fee.

CHANGES TO CRITERIA OF UP TO TWO SIGN TYPES IN AN APPROVED SIGN PROGRAM (e.g. quantity, location, letterstyle, color, sign area, letter height, or illumination detail):

A. Title of Sign Type in approved Sign Program: \_\_\_\_\_

Proposed change(s) to approved criteria: \_\_\_\_\_

B. Title of Sign Type in approved Sign Program: \_\_\_\_\_

Proposed change(s) to approved criteria: \_\_\_\_\_

ADDITION OF UP TO TWO NEW SIGN TYPES TO AN APPROVED SIGN PROGRAM:

C. Title of new Sign Type: \_\_\_\_\_

Zoning classification: \_\_\_\_\_

Purpose: \_\_\_\_\_

D. Title of new Sign Type: \_\_\_\_\_

Zoning classification: \_\_\_\_\_

Purpose: \_\_\_\_\_

## SECTION 5

LIST SIGN PROGRAM PAGES TO BE MODIFIED

# MINOR MODIFICATION TO AN APPROVED SIGN PROGRAM

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Section 2-31 of the Zoning Ordinance authorizes the Director of Community Development to approve a Sign Program that does not require Administrative Relief from the terms of the Zoning Ordinance. Staff has determined that the findings, as required by Section 2-31 for the approval of a Sign Program, can be made in the case of the proposed modification.

The signature below, along with the City's approval stamp, constitutes approval of the requested modification. The Sign Program is hereby amended, and a copy of the appropriate pages with the City's approval stamp will be transmitted electronically. **Please retain these for your files.**

\_\_\_\_\_  
DIRECTOR OF COMMUNITY DEVELOPMENT

\_\_\_\_\_  
DATE

cc: Development Assistance Center Sign Program File

CD Records: Original Sign Program case number \_\_\_\_\_