The following list includes all of the items you must submit for a complete application. Some specific types of information may not apply to your particular project and, as noted, some items may only be required in certain circumstances. If you are not sure if a specific requirement applies to your project, please ask the Community Development Staff. A copy of this list will be used to check your application for completeness after it is submitted. If your application is not complete, a copy of the list will be returned to you with additional requirements noted.

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**Applicant**

**City**

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1. Completed application form and payment in full of applicable fees for processing the application.

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2. Two (2) sets of typed, gummed labels on 8-1/2” x 11” sheets listing the names, addresses, and assessor’s parcel number of all property owners within a radius of 300 feet of the exterior boundaries of the subject property, along with copies of the applicable assessor’s parcel map book pages.

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A. The mailing labels can be provided by the Community Development Department for an additional fee.

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3. Seventeen (17) copies of a plot plan folded to 9” x 12” size, drawn to standard engineer’s scale (approval necessary for use of smaller than 1:30, i.e., 1:40 or 1:50) and with a north arrow, showing:

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A. Location, exterior boundaries, and dimensions of the entire property that is the subject of the application.

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B. Public and/or private adjacent streets, rights-of-way, and easements.

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C. Site access, circulation and off-street parking facilities.

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D. Existing and proposed buildings and structures.

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E. Walls, fences, exterior lighting structures and landscaped areas.

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F. Location of freestanding signs.

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4. Seventeen (17) copies of a sign plan showing:

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A. Dimensions and areas of all signs.

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B. Dimensions and areas of building walls on which signs are to be located.

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C. Height of all signs.

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D. Means of lighting, if any.

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E. Message that will appear on each sign.

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F. Description of materials and colors for letters and background.
### REQUIRED ITEMS

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- **G.** Scaled drawing of each sign showing typeface and design details.
- **H.** Relationship of sign appearance and design to existing or proposed buildings.
- **I.** Method of attachment to any structure and details of all connections, supporting members, guylines and footings.
- **5.** A statistics table drawn on the sign plan showing:
  - **A.** A calculation of the total allowable and proposed square footage of signs.
  - **B.** A calculation of the total number of signs allowed and proposed.
  - **C.** Square footage of proposed signs listed by sign type.
  - **D.** Square footage of existing signs listed by sign type. Signs to remain and to be removed must be clearly indicated.
- **6.** Other information that the Community Development Director may reasonably require to secure compliance with Chapter 16.16 of Title 16 of the Municipal Code.
- **7.** If your signage is located in the D-2.4 Historic Character Overlay District, include a short description as to how the proposed signage conforms to the Design Guidelines and Standards for the Historic Character Overlay District. The Design Guidelines are available on the City’s website or at City Hall for review.
- **8.** All plans submitted shall be collated and stapled on the short end of the plans.
- **9.** Electronic copies of all document submittals in PDF format on USB or CD. Electronic plans shall include one (1) high-quality version for reproduction and one (1) version optimized for web posting.