



CITY OF ARROYO GRANDE

APPLICATION CHECKLIST FOR

ADMINISTRATIVE SIGN PERMITS

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.

FOR STAFF USE ONLY		
PROJECT NUMBER	DATE SUBMITTED	CHECKED BY AND DATE

APPLICATIONS FOR AN ADMINISTRATIVE SIGN PERMIT SHALL CONTAIN THE FOLLOWING:

- 1. Completed application form.
- 2. Payment in full of applicable fees for processing the application.
- 3. Six (6) copies of a plot plan, drawn to a standard engineer's scale (approval necessary for use of scale smaller than 1:30, i.e. 1:40 or 1:50) and with a north arrow, showing:
 - a. Location, exterior boundaries, and dimensions of the entire property that is the subject of the application.
 - b. Public and/or private adjacent streets, rights-of-way, and easements.
 - c. Site access, circulation, and off-street parking facilities.
 - d. Existing and proposed buildings and structures.
 - e. Walls, fences, exterior lighting structures, and planted areas.
 - f. Location of freestanding signs.
- 4. Six (6) copies of a sign plan showing:
 - a. Dimensions and areas of all signs.

- b. Dimensions and areas of building walls on which signs are to be located.
 - c. Heights of all signs.
 - d. Means of lighting, if any.
 - e. Message that will appear on each sign.
 - f. Description of materials and colors for letters and background.
 - 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. Other information that the Community Development Director may reasonably require to secure compliance with Chapter 16.60 of Title 16 of the Municipal Code and all applicable design guidelines.