



CITY OF ARROYO GRANDE

APPLICATION CHECKLIST FOR

PLANNED SIGN PROGRAMS

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 A PLANNED SIGN PROGRAM SHALL CONTAIN THE FOLLOWING:

- 1. Completed application form. Payment in full of applicable fees for processing the application.
- 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.
- 3. Seventeen (17) copies of a plot plan, 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:
 - 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. Seventeen (17) 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. Height 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. 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 9-13 of Title 9 of the Municipal Code.