

REQUIREMENTS FOR SIGN PERMIT APPLICATIONS
UPDATED JUNE 2012

- I. DEVELOPMENT APPLICATION FORM
- II. FEE(S) - see current fee schedule
- III. LETTER OF AUTHORIZATION from owner - if agent to act on behalf of owner
- IV. NEIGHBORHOOD NOTIFICATION FORMS
- V. SIGN REVIEW CRITERIA
- VI. COVER SHEET
- VII. SITE PLAN
- VIII. ELEVATIONS
- IX. COLORS AND MATERIALS
- X. SIGN DESIGN SPECIFICATIONS

Details of the above requirements are outlined on the next two pages

CHECKLIST - Please check yes or no for the following:

If yes, please see the Code Reference

	YES	NO	<u>Code</u>
1. Have you looked at and complied with the City's General Provisions? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15-30.030
2. Have you looked at and complied with the City's Design Criteria? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15-30.040
3. Have you reviewed the list of prohibited signs? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15-30.050
4. Will the sign be near a street or driveway intersection? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15-30.030(d)(e)
5. Are you proposing an illuminated sign? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15-30.040(e)
6. Are you proposing a temporary non-commercial sign (e.g. election)? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15-30.060(e)
7. Are you proposing a temporary construction sign? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15-30.060(f)
8. Are you proposing a temporary on-site sign (e.g., banner, A-frame)? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15-30.110
9. Are you proposing a temporary off-site sign (e.g., open-house)? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15-30.135
10. Are you proposing an on-site Residential Real-Estate sign? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15-30.140
11. Are you proposing an on-site Commercial Real-Estate sign? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15-30.145
12. Is the sign in the Village? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15-30.070
13. Is the sign along Saratoga-Sunnyvale Road? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15-30.100
14. Is the sign along Prospect Road? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15-30.080
15. Is the sign in the Quito or Cox Avenue area? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15-30.090
16. Is the sign for a church, school, or other similar use? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15-30.120
17. Is the sign for a Multi-Family Unit or Residential Subdivision? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15-30.125
18. Is there a sign program for the property? If yes, please indicate the approval date: _____			

SIGN REVIEW FINDINGS:

A sign permit may be granted if and only if all of the following findings are made:

1. Each sign complies with the regulations of this Article, including but not limited to the provisions set forth in Sections 15-30.030 and 15-30.040; and
2. Each sign is consistent with any approved sign program for the subject site; and
3. Each sign is consistent with the applicable Specific Plan and/or Design Guidelines for the subject district; and
4. The quantity, size, proportion, height, and spacing of signs minimizes the perception of clutter; and
5. Each sign is compatible with: a) other nearby signs; and b) the building and/or site upon which it is located; and c) adjacent structures and the general vicinity.
Compatibility shall be determined and limited to the relationships of the elements of form, proportion, scale, color, materials, surface treatment, overall sign size, and the size and style of lettering.

COVER SHEET - Include all of the following information:

1. **Owner's Name**
2. **Project Address**
3. **Assessor's Parcel Number**
4. **Sign District (e.g., Village, Quito, Prospect, Saratoga-Sunnyvale)**
5. **Business Type (e.g., restaurant, retail clothing, hair salon, etc.)**
6. **Sign Proposal Description:**
 - a. **Number of Proposed Signs and Existing Signs to remain**
 - b. **Number of Existing signs to be removed**
 - c. **Total Sign Area (square feet) of all signs (new and remaining)**
7. **Plan Preparation Information**
 - a. **Plan Preparer's Name, Address and Telephone Number**
 - b. **Date of drawing and subsequent revisions**
 - c. **Scale**

COLORS AND MATERIALS BOARD - ALL proposed and existing signs to remain:

1. **Existing Site Conditions** - Submit color photos of the following:
 - a. All buildings to include signage
 - b. All existing signage (indicate those to be removed and to remain)
2. **Sign Colors** (include color sample with manufacturer name and number)
 - a. Background colors
 - b. Letter/Logo colors
3. **Sign Materials** - Indicate all materials that the sign will be composed of (e.g., wood)
4. **Illumination Specifications**, if applicable

SITE PLAN - The Site Plan shall include all of the following information:

1. **Vicinity Map** - Major streets, neighborhood orientation, relative project location.
2. **Lot Size** - Indicate area of lot (e.g., 10,000 SF)
3. **Adjacent Land Uses** - Indicate adjacent land uses (e.g., retail, office, residential).
4. **Adjacent Streets** - Show all streets adjacent to the property.
5. **Property Lines** - Show all property lines.
6. **Buildings** - Show all buildings on the property
7. **Sign Location** -
 - a. Building Signs - Use an arrow to show location of all signage on the site plan
 - b. Freestanding Signs - Show the **distance** between any freestanding signs and the property line, street, and/or driveway. Include a **Triangle of Visibility** if applicable.

ELEVATIONS - All dimensions should be in lineal feet

1. **Building Frontage** - Show the length of the entire building
2. **Tenant Frontage** - Show the length of the individual storefront ****See 15-30.020(z)****
3. **Secondary Frontage** - of a corner building facing a street, driveway, or parking lot

SIGN DESIGN SPECIFICATIONS TABLE (for each individual sign)

Sign Design Specifications			
Type		Area	
Materials		Height	
Colors		Width	
Sign Supports		Depth	
Illumination		Letter Height	

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