

CITY OF SOUTH PASADENA DESIGN REVIEW SIGN APPLICATION FORM

SECTION A

Project Address: _____

← Provide complete address of subject property.

Today's Date: _____

Date Structure Built: _____

Owner's Name: _____

← Please print complete name and address of property owner.

Address: _____

Telephone (business): _____

← Provide property owner's home, business and fax telephone numbers, include area code.

Telephone (home): _____

Fax (business): _____

Property Manager's Name: _____

← Provide property manager's business and fax telephone numbers, include area code.

Telephone (business): _____

Fax (business): _____

Applicant's Name: _____

← Provide applicant's name and address if not the same as the owner.

Address: _____

Telephone (business): _____

← Provide applicant's business and fax telephone numbers, include area code.

Fax (business): _____

Proposed Project:

<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> Single Family Addition	<input type="checkbox"/> Single Family Exterior Alteration
<input type="checkbox"/> Multi Family Dwelling	<input type="checkbox"/> Multi Family Addition	<input type="checkbox"/> Multi Family Exterior Alteration
<input type="checkbox"/> Commercial Building	<input type="checkbox"/> Industrial Building	<input type="checkbox"/> Institutional Building
<input type="checkbox"/> Commercial Sign	<input type="checkbox"/> Commercial Parking Lot	<input type="checkbox"/> Other:

Check the boxes that best describe your project. If you check "Other", please specify on a separate sheet of paper.

Design Review Meeting Dates:

The Design Review Board meetings are held on Tuesdays. Submittals received on or before the submittal dates do not ensure that your project will be reviewed on any corresponding dates. All submittals are on a first-come, first served basis. All meetings are tentative, and are subject to change without notice.

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FILING FEE

Determine the filing fee required by the current fee schedule:	
• Single Sign	<u>\$380</u>
• Sign Program	<u>\$765</u>
• Noticing Fee (<i>advertising subject to separate cost</i>)	<u>\$245</u>

SECTION B: EXISTING SIGN

- _____ B1. Height of sign, including the letters and style type.
- _____ B2. Total sign linear feet.
- _____ B3. Total sign square footage.
- _____ B4. Illuminated or non-illuminated.
- _____ B5. Color and shade of materials; must be shown on existing elevations.
- _____ B6. Building frontage (linear feet).
- _____ B7. Lot frontage (linear feet).

SECTION C: PROPOSED SIGN

- _____ C1. Height of sign, including the letters and style type.
- _____ C2. Total sign linear feet.
- _____ C3. Total sign square footage.
- _____ C4. Illuminated or non-illuminated.
- _____ C5. Color and shade of materials; must be shown on proposed elevations.
- _____ C6. Total signage allowed (square footage).

I HEREBY CERTIFY, under penalty of perjury, that I read and understand the City's Design Review Board Guidelines.

Applicant's Signature: _____ Date: _____
(Signature is required for all applications)

Owner/Property Manager's Signature: _____ Date: _____
(Signature is required for all applications)

Office Use Only – Do Not Write in Box Below

- | | |
|---|---|
| <input type="checkbox"/> Cultural Heritage Commission
<input type="checkbox"/> Located in Historic District
<input type="checkbox"/> Conditional Use Permit
<input type="checkbox"/> Zoning Standard Variance
<input type="checkbox"/> Vacation/Dedication
<input type="checkbox"/> Other: _____ | <input type="checkbox"/> Preliminary Review
<input type="checkbox"/> Final
<input type="checkbox"/> Consolidated
<input type="checkbox"/> Date Received: _____
<input type="checkbox"/> Meeting Date: _____ |
|---|---|

Staff: _____

City of South Pasadena Planning & Building Department

DECLARATION AND CERTIFICATION OF PROPERTY OWNERS WITHIN A 100 FEET RADIUS* OF THE PROPERTY LOCATED AT:

_____, SOUTH PASADENA, CA 91030
*Measured from the exterior boundaries of the subject parcel to the exterior boundaries of the neighboring parcels within the required radius, without reference to structures existing on either parcels. The provided radius map must be the County Assessor's parcel map. Maps from any other source will not be accepted.

I, _____, declare and certify:

1. The attached mailing list contains the names and addresses of property owners who appear on the latest available** assessment roll of the County within the area described and for a distance of _____ feet from the exterior boundaries of the property located at:

_____, South Pasadena, CA 91030

** the most up-to-date information held by the County Assessor. If the mailing list provider's data are not as up-to-date, the radius map and mailing list cannot be accepted.

2. If the assessment roll indicated that the legal owner does not reside at the identified property, an additional label for the occupant/tenant of that property has also been provided. (The label can simply be addressed to "Occupant." The actual name is not required.)

3. The provided radius map was obtained from the County Assessor's records.

I declare under penalty of perjury that the foregoing is true and correct.

Executed at _____, California on this

_____ day of _____,

Signature of Declarant (person who created the mailing list)

ALL DECLARATIONS MUST BE NOTARIZED

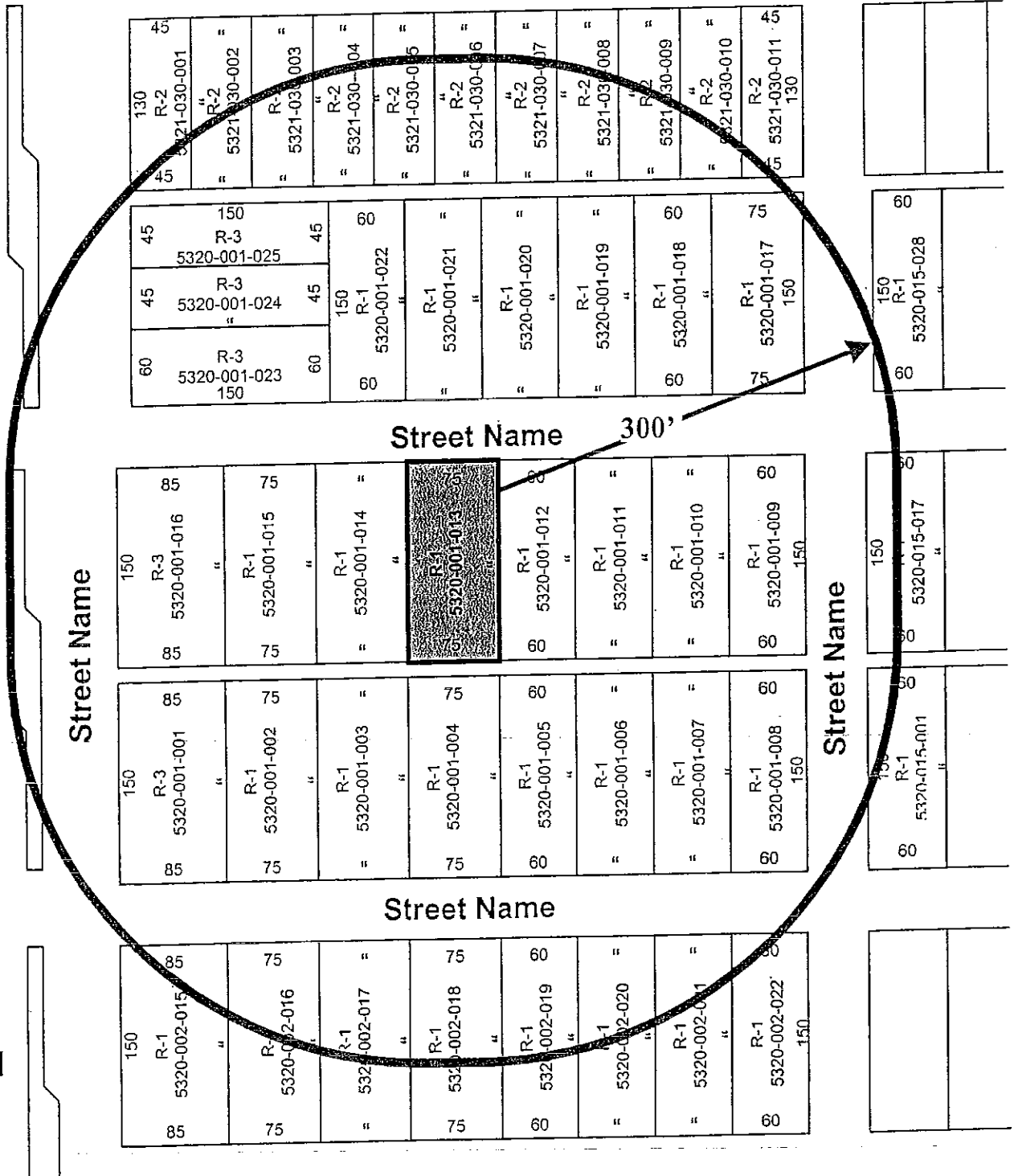
Source of assessment roll data: On-line CD-ROM Other _____

Data last updated: _____ (if exact date not known, list approximate number of months since last data update received).

CITY OF SOUTH PASADENA SAMPLE 300 FOOT RADIUS MAP

Data Required:

- 300' Radius from exterior boundaries of Project Site.
- Current Zoning within 300'.
- Property Owners/Occupants Names and Addresses listed on attached labels and keyed with Assessor's Parcel Number.



**CITY OF SOUTH PASADENA
LIST OF RADIUS MAP SERVICES**



Disclaimer: The following services are provided for information only and are NOT endorsed or recommended by the City of South Pasadena. Other companies may exist that provide the same services.

<p><u>GC Mapping Service</u> 3055 West Valley Blvd. Alhambra, CA 91803 Wk. (626) 441-1080 Fax (626) 441-8850</p>	<p><u>Susan W. Case, Inc.</u> 917 Glenneyre Street, Ste. 7 Laguna Beach, CA 92651 Wk. (949) 494-6105 Fax (949) 494-7418</p>
<p><u>JPL Zoning Services, Inc.</u> Robert B. Lemishaw 6257 Van Nuys Blvd, Ste. 101 Van Nuys, CA 91401 Wk. (818) 781-0016 Fax (818) 781-0929</p>	<p><u>Quality Mapping Service</u> Peter Elias & Tandy Smay 14549 Archwood Street #301 Van Nuys, CA 91405 Wk. (818) 997-7949 Fax (818)997-0351</p>
<p><u>Ownership Listing Service</u> Catherine McDermott Wk. (800) 499-8064</p>	