

CITY OF SOUTH PASADENA

SIGN APPLICATION

DESIGN REVIEW SUBMITTAL CHECKLIST

The items in the checklist below indicate materials required for submittal to Design Review Board (DRB) public hearings. For informal (administrative/chair) reviews, items 2 and 3 are not required. For formal reviews, all items are required. The list is designed to be a general guideline and it is recommended that you contact the Community Development Department prior to any submittals, as additional materials may specifically be required for your project. For questions or additional information, contact the Community Development Department at (626) 403-7220.

1. **Completed Design Review Application.** Obtain the DRB sign application from the Community Development Department.
2. **Filing fee.** Determine the current filing fee required by the current fee schedule.
3. **Two sets of 'typed' address labels for:** 1) all owners and occupants for the property; 2) the representative of the project; and 3) all legal owners and occupants of all properties within either a 100' or 300' radius of the subject property, as specified in Ordinance 2001. Labels must be submitted on standard 8 ½" x 11' sheets with peel-off individual labels.
4. **Sign Plan.** Sign plans are detailed drawings of any permanent proposed sign (commercial or identification). Sign plans should be provided at a minimum scale of ½" = 1', showing all messages, dimensions, type style(s), illustrations, symbols, colors, materials, finishes, lighting and means of installation. Signs whose dimensions are less than 20 feet in length must be drawn at a scale of 1" = 1'. Signs shown on elevations must include letters and, if applicable, illustrations or symbols.
5. **Site Plan.** The site plan shows all structures and features from plan view. The site plan and other drawings should include site address, north arrow and scale, and the names of the property owner and/or architect or designer. Unless specified, seven (7) sets of the site plan and all other plans are required to be submitted. All plans should be drawn at a minimum scale of 1/8", unless specified. Submitted plans must be folded to a size of 8 ½" x 11" or less with the title block showing. All plans should include the following:
 - a table similar to Section B of the DRB application indicating the maximum allowable signage, size of existing and proposed signs, and the total square footage of signs;
 - all property lines of the site and dimensions and the location of all existing and proposed structures on-site;
 - location of all walls and/or mature trees, and an indication as to whether they will be affected by the proposed project;
 - location, bulb type, and fixture of any exterior nighttime lighting system proposed for the

- site; and
 - location of existing and proposed signs. Identify the sign type and dimensions.
6. **Elevation Plan.** The elevations are the side views of the building structures. The elevations should include the following:
- all facades of the existing structure indicating all existing and proposed signs, and any other proposed modifications;
 - all existing and proposed exterior treatment of buildings; and
 - building height and full dimensions of the existing and proposed signage.
7. **Photographs.** One set of 4" x 6" color photographs (35 mm) showing all existing elevations of the subject property. The photographs should show all street views on both sides of the subject property to adequately portray the appearance of the immediate neighborhood. Photos shall to be mounted on 8 1/2" x 11" sheets, and must be labeled with street addresses and referenced to a photo key (reduced site map). Photo keys do not need to be drawn to scale, but must indicate approximate locations photos were taken and the direction of each shot. Photo keys must also have a north arrow and the subject property address.

NO PARTIAL SUBMITTALS WILL BE ACCEPTED.

RESUBMITTAL REQUIREMENTS

If the Design Review Board does not approve your project, you may need to resubmit with modification. If a resubmittal is required, you would need to submit six (6) sets of plans and an envelope for yourself and/or the representative of the project to the Community Development Department one-week prior to the next meeting. Additionally, the applicant may be asked to submit additional materials at the meeting.

Staff Date

Remarks: _____

RETAIN A COPY FOR YOUR RECORDS