



CITY OF ARROYO GRANDE
COMMUNITY DEVELOPMENT DEPARTMENT
ADMINISTRATIVE SIGN PROGRAM

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			
DATE SUBMITTED	DATE DEEMED COMPLETE	CHECKED BY	CASE NUMBER

Applicant	City	REQUIRED ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	1. Completed application form. Payment in full of applicable fees for processing the application.
<input type="checkbox"/>	<input type="checkbox"/>	2. Seven (7) copies of a plot plan folded to 9" x 12" size, 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:
<input type="checkbox"/>	<input type="checkbox"/>	A. Location, exterior boundaries, and dimensions of the entire property that is the subject of the application.
<input type="checkbox"/>	<input type="checkbox"/>	B. Public and/or private adjacent streets, right-of-way, and easements.
<input type="checkbox"/>	<input type="checkbox"/>	C. Site access, circulation, and off-street parking facilities.
<input type="checkbox"/>	<input type="checkbox"/>	D. Existing and proposed buildings and structures.
<input type="checkbox"/>	<input type="checkbox"/>	E. Walls, fences, exterior lighting structures, and planted areas.
<input type="checkbox"/>	<input type="checkbox"/>	F. Location of freestanding signs.
<input type="checkbox"/>	<input type="checkbox"/>	3. Seven (7) copies of a sign plan showing:
<input type="checkbox"/>	<input type="checkbox"/>	A. Dimensions and areas of all signs
<input type="checkbox"/>	<input type="checkbox"/>	B. Dimensions and areas of building walls on which the signs are to be located.
<input type="checkbox"/>	<input type="checkbox"/>	C. Heights of all signs.
<input type="checkbox"/>	<input type="checkbox"/>	D. Means of lighting, if any.
<input type="checkbox"/>	<input type="checkbox"/>	E. Message that will appear on each sign.
<input type="checkbox"/>	<input type="checkbox"/>	F. Description of materials and colors for letters and background.
<input type="checkbox"/>	<input type="checkbox"/>	G. Scaled drawing of each sign showing typeface and design details.
<input type="checkbox"/>	<input type="checkbox"/>	H. Relationship of sign appearance and design to existing or proposed buildings.



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<input type="checkbox"/>	<input type="checkbox"/>	1. Method of attachment to any structure and details of all connections, supporting members, and footings.
<input type="checkbox"/>	<input type="checkbox"/>	4. Other information the Community Development Director may reasonably require to secure compliance with Title 16 of the Municipal Code and all applicable design guidelines.
<input type="checkbox"/>	<input type="checkbox"/>	5. If your signage is located in the D-2.4 Historic Character Overlay District, include a short description as to how the proposed signage conforms to the <i>Design Guidelines and Standards for the Historic Character Overlay District</i> . The <i>Design Guidelines</i> are available on the City's website or at City Hall for review.
<input type="checkbox"/>	<input type="checkbox"/>	6. All plot plans submitted shall be collated and stapled on the short end of the plans.
<input type="checkbox"/>	<input type="checkbox"/>	7. Electronic copies of all document submittals in PDF format on USB or CD. Electronic plans shall include one (1) high-quality version for reproduction and one (1) version optimized for web posting.