



CHECKLIST

Submittal for SIGNS and MASTER SIGN PROGRAM

Please provide the following items for the City of Palo Alto to review.

Incomplete application packages may not be accepted

1. Written authorization for review from Stanford University if project is located on Stanford land.
2. In addition to the sign(s), are any other changes being made to the building exterior or the site? Yes No
3. **Application**
 - Items 1-5 completed
 - Property Owner's signature
4. **Written Project Description:** A summary of the project proposal shall include:
 - The scope of work to be done, including the sign type, number and location of installation
 - Make note of existing signage and whether or not it will be removed
 - Materials, colors, and construction methods to be used

(The proposal will be reviewed by City department representatives and others who have not had the benefit of meeting with the applicant, therefore, be thorough in your description and submission)
5. **Photographic Display:** Photographs showing the project site with details of the specific sign locations and the relationship of the proposed project to adjacent buildings and to the neighborhood. Photos should be mounted on heavy paper no larger than 8" x 14" and will be retained by the Planning Department.
6. **Plans** (Bound and Folded to page size – 8-1/2" x 11")

Information must be consistent on all sheets
Plans shall be no larger than 24" x 36"

 - A. Plan Sets:
 - 3 sets for signs reviewed by staff. Additional sets may be required if the project is to be reviewed by the ARB and/or HRB.
 - B. Vicinity Map:
 - Small schematic map showing the location of the site within the City
 - C. Site Plan: show existing conditions and proposed changes
 - Scale
 - North arrow (orient all sheets in the same directions)
 - Dimensioned property lines
 - Footprint of all buildings and structures on the site
 - Footprint of adjacent buildings and structures
 - Identify parking area, driveways, and sidewalks
 - Existing and proposed signs
 - Light fixtures, bicycle parking, trash and recycling (including proposed containers or related equipment), enclosures, fences
 - Location of existing trees and significant landscaping
 - D. Building Elevations: show existing conditions to remain and proposed changes
 - Elevations of each wall in its entirety that signs will be placed
 - Outlines of adjacent buildings
 - Height limit, daylight plane
 - All lighting, windows, doors, awnings, overhangs, etc.
 - Type, finish, material, and color of all surfaces

- ___ Location of existing signs
- ___ Location of proposed signs, drawn to scale, on the wall

E. Drawings of Proposed Signs:

- ___ Exact sign size
- ___ Exact wording and lettering type as it will appear on the sign
- ___ Sign color and materials
- ___ Illumination (if proposed). If illumination is not specifically shown, the sign will be considered to be non-illuminated
- ___ Colored drawings of the proposed signs, and if applicable, the wall face on which the sign will be placed

8. **Colors and Materials:**

- ___ Samples of actual colors and materials **mounted on 8" x 14" foam board** to be retained by the city as part of the permanent file
- ___ Colored rendering showing accurately how color will be placed on the building

10. **Fee** (refer to current fee schedule)

If there are any questions regarding submittal requirements, please contact city staff.

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