



# 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. An appointment is required to submit all applications. Appointments can be made in person at the Development Center, 285 Hamilton Avenue, or by calling the Planning Division at (650) 329-2441.
2. In addition to the sign(s), are any other changes being made to the building exterior or the site?    Yes    No  
[City Of Palo Alto Sign Code](#)
3. [Planning Application Form](#)  
 Items 1-5 completed  
 Property Owner's signature (Written authorization from Stanford University if located on Stanford land)
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** Minimum legible size needed, bound and folded to 8 ½" x 11". Fold-out pages are allowed. Information must be consistent on all sheets. Plans shall be no larger than 24" x 36"
  - A. **Plan Sets:**  
 3 complete 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  
 Location of existing trees and significant landscaping
  - D. **Building Elevations:** show existing conditions to remain and proposed changes  
 Dimensioned elevations of each wall in its entirety that signs will be placed  
 Outlines of adjacent buildings  
 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. Include appropriate dimensions.

**E. Drawings of Proposed Signs:**

- Sign dimensions, including dimensions of individual letters and graphics
- Exact sign area including letters and graphic elements
- Exact wording and lettering type as it will appear on the sign
- Sign colors and materials. Use color and/or material product numbers where applicable
- Illumination type (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

**7. 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

**8. Fee Schedule**

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

<http://www.cityofpaloalto.org/arb>

Development Center, 285 Hamilton Ave., Palo Alto, Ca 94301

[Planning: \(650\) 329-2441](tel:(650)329-2441)

[Building: \(650\) 329-2496](tel:(650)329-2496)

[Fire: \(650\) 329-2184](tel:(650)329-2184)

[Public Works: \(650\) 329-2151](tel:(650)329-2151)