



MASTER SIGN PROGRAM

SUBMITTAL REQUIREMENTS CHECKLIST

Planning intake appointments are required to submit all Planning entitlements. Appointments can be made by calling the Planning Division at (650) 329-2496 ext. 6, option 2 or by emailing planningintake@cityofpaloalto.org.

Prior to making an intake appointment, upload all required documents as a Pre-application (Pre-app) through the City's [Online Permitting Services](#) portal. Directions on creating an account and submitting a Pre-app are available at bit.ly/paloaltoOPS. Please note, the account used for the Pre-app will be the main contact and uploader for the entirety of the Planning project. Applications must contain a minimum of information to be accepted (18.77.020).

1. PLANNING APPLICATION FORM

- a. Application form available at bit.ly/PAplanningforms, ensure completion of items 1-5.
- b. Application cannot be accepted without a property owner's signature. Written authorization from Stanford University is required if the property is located on Stanford land.
- c. Include all application documents as a single pdf, title the document C1[insert address]APPLY.pdf, per the OPS Submittal Guidelines.

2. ELECTRONIC PLAN SET

- a. Include the entire plan set in a single pdf, titled "C1[insert address]PLAN.pdf".
- b. However, any PDF file over 30 MB must be divided into multiple files. Reduce file size to avoid.
- c. **See sections A through F below for required sheets and details.**

3. WRITTEN PROJECT DESCRIPTION

- a. Provide a summary of the project, including
 - i. The scope of work to be done, including the sign type, number and location of installation
 - ii. Make note of existing signage and whether or not it will be removed
 - iii. Materials, colors, and construction methods to be used
- b. Submit as a single pdf, titled C1[insert address]DOCS.pdf, per the OPS Submittal Guidelines

4. COLOR AND MATERIALS BOARD

- a. Submit samples of actual colors and materials mounted on foam board no larger than 8" x 14" to be retained by the City as part of the project file. Multiple boards may be submitted if needed.
 - i. Label each with brand, color name and/or material product numbers.

5. APPLICATION FEES

- a. During the intake appointment, a Planning Technician will notify you when to pay fees online through the OPS portal. See fee schedule at bit.ly/PAplanningforms. Staff review does not start until fees are processed.

6. ON-SITE POSTING

- a. At the time of accepting the formal application, you will receive a PDF project sign from the City. Print this sign at a minimum of 18 x 24 inches, on waterproof sign board material, with stakes. Insert a proposed streetscape image (minimum size of 4 inches by 17 inches) to the sign and post on project site. Email a photograph of the sign posted on the property to the Project Planner within three (3) days of project submittal. The sign must be prominently displayed so it may be viewed from the sidewalk and/or public right-of-way. The sign shall remain in place until the Planning decision is effective.

7. RESUBMITTALS

- a. After initial submittal comments have been addressed, applicant will upload resubmittals and/or additional materials through the OPS portal, using the red “resubmit” button at bit.ly/PaloAltoACA.

REQUIRED INFORMATION FOR SCHEMATIC PLAN SET

City staff has discretion to modify these requirements to omit items or to include additional items (e.g. lighting plan, etc.) based on the scope of the project. Applicants are encouraged to provide additional information where helpful. It is highly recommended that applicants meet with a planner at the Development Center to discuss the project prior to submitting a pre-application. Applicants may contact planning staff by emailing planner@cityofpaloalto.org.

Electronic Plan Sets:

- All text shall be legible when printed on 11 x 17 inch reduced-size sets
- Scale and scale bars shall be indicated on each sheet
- North arrow shall be on each sheet and orient all sheets in the plan set in the same direction
- Information must be consistent on all plan sheets and should be provided in the order indicated below

A. COVER SHEET

- **Vicinity Map** - Small schematic map showing the location of the site within the City
- **Project Data** - Address, Zoning District, Allowed and Proposed Sign Area
- **Project Description**
 - i. The scope of work to be done, sign type, number and location of installation
 - ii. Make note of existing signage and whether or not it will be removed.

B. PHOTOS

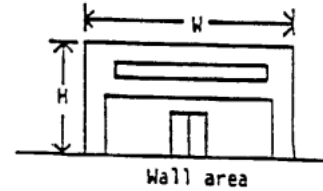
- In the plan set, include photographs showing the project site with details of the specific sign locations and the relationship of the proposed signs to the building.
- Provide photos of any existing signs, including signs to be replaced.

C. SITE PLAN (Aerial Image or Scaled Drawing)

- Show existing conditions and proposed changes
- Demolition plan indicating what is to be removed on the site
- Dimensioned property lines
- Any underlining lot lines, easements or encumbrances across the property
- Footprint of all buildings and structures on the site
- Adjacent streets
- Zoning setback lines (including Stanford setback lines if applicable)
- Dimensioned parking area, driveways, and sidewalks
- Show onsite light fixtures, bicycle parking, trash and recycling enclosures, fences
- Improvements in the public right-of-way, including streets, curbs, sidewalks and street trees within 30 feet of the property
- Location of backflow preventers, above-ground electrical utilities, boxes, transformers, meter mains, fire standpipes, storm drains, etc.
- Creeks or waterways on or adjacent to the property and indicate ‘top of bank’
- Tree location, species, size, dripline area, including trees located on neighboring property that overhang the project site (see instructions on the [Tree Protection Sheet](#) (T-1)), consistent with the City [Tree Technical Manual](#), Section 1.28

D. **BUILDING ELEVATIONS**

- Height and width for each elevation where 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, proposed signs, drawn to scale. Include appropriate dimensions.



E. **DETAIL OF PROPOSED SIGNS (Full Color)**

- Sign dimensions, including dimensions of individual letters and graphics
- Exact sign design including letters and graphic elements
- Comparison to allowable maximum sign area
- Exact wording and lettering type as it will appear on the sign
- Illumination type. If illumination is not shown, the sign will be assumed to be non-illuminated

F. **COLORS AND MATERIALS SHEET**

- Plan Sheet(s) including at least two (2) high-quality photos of the proposed materials, front view and angled view of samples for thickness, reflectiveness, etc.
 - i. Photos of physical materials board are acceptable