



SIGNS (MINOR & OVER THE COUNTER) 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/PAPanningAppForm, ensure completion of items 1-4.
- 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. Book mark and flatten plan set per the [OPS Submittal Guidelines](#).
- b. All sheets shall be oriented in the same direction, with bar scale and north arrow
- c. Plans shall be drawn to scale and shall fill the page
- d. Include the entire plan set in a single pdf, titled C1[insert address]PLAN.pdf
- e. **See A-E on the following page for required sheets and details**

3. DETERMINE APPLICATION TYPE

- a. Sign permit may be approved "Over the Counter", which means during the intake appointment, if the submittal has all required information and meets the following criteria:
 - i. [U&O application](#) has been submitted and use has been deemed permitted
 - ii. Sign(s) is comprised of individual letters, compliments building design, is within Code limitation for size, has a minimum thickness of one inch (e.g. ½ inch lettering and ½ inch pin mount), and is of high quality materials. Halo illumination preferred.
- b. All other signs require Minor Staff Architectural Review or can be incorporated into a larger Planning application.
- c. All signs shall conform to the [Sign Code](#).
- d. Signs on El Camino Real shall also adhere to the [El Camino Real Guidelines](#).

4. APPLICATION FEES

- a. During the intake appointment, staff will notify you when to pay fees online through the OPS portal. See fee schedule at bit.ly/PAPanningforms. Review does not start until fees are paid.

5. 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*:

*These requirements may be modified by City staff to omit items or to include additional items (e.g. physical material board, lighting study, etc.) based on the scope of the project. Applicants are encouraged to provide additional information where helpful.

- All text shall be legible when printed on 11 x 17 inch reduced-size sets
- 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. Provide photos.

B. PHOTOS

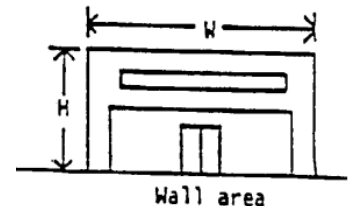
- In the plan set, include photographs showing the project site with details of the specific sign locations and the relationship of the proposed sign(s) to other signs on the building.

C. SITE PLAN (Aerial Image or Scaled Drawing)

- Show existing conditions and proposed changes
- Setbacks for any proposed monument signs
- Dimensioned property lines
- Footprint of all buildings and structures on the site
- Any easements or encumbrances across the property
- Identify parking area, driveways, and sidewalks
- Location of existing trees and significant landscaping

D. BUILDING ELEVATIONS (Streetview Image or Scaled Drawing)

- 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 area 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

- Plan Sheets including at least two (2) high-quality photos of the proposed materials, front view and angled view of samples for thickness, reflectiveness, etc.
 - i. Label photos with color and/or material product numbers where applicable
- Staff may request 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