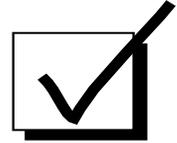




## CHECKLIST FOR A UNIFORM SIGN PROGRAM



**PURPOSE:** To adopt specific design standards for shopping centers, office parks, and multi-tenant developments in order to incorporate a project theme and create uniform design elements to consistently be carried throughout all tenant signs, for example, color, lettering style, logo, etc. Uniform Sign Programs for shopping centers require Planning Commission review. Uniform Sign Programs for other types of development require Planning Director review.

Once the Uniform Sign Program has been approved by the City, all future signs within the project may be approved over the counter by Planning Department staff, provided the proposed signs conform to the approved uniform sign program on file. Further, each tenant is to be informed and given a copy of the Uniform Sign Program, by the property owner, prior to completing a contractual lease agreement.

### THE PROCESS

- Step 1 - Submit the sign permit application, plans, sign criteria, and fee to the Planning Department. .
- Step 2 - Review and decision by the Planning Director generally takes two weeks from submittal date. Review and decision by the Planning Commission varies between four and six weeks.
- Step 3 - Revisions and modifications to an approved Uniform Sign Program requires re-application and review for decisions by the Planning Director or his designee.

### SECTION 1: Filing Requirements

- 1. Sign Permit Application signed by property owner.
- 2. Three sets of the sign plans (see Section 3) to be reviewed by staff for completeness and accuracy. One set of the sign plans shall be to the size of 8 ½ x 11 inches and colored to resemble the proposed colors of the sign.
- 3. Filing fees.

### SECTION 2: Filing Fees

- Uniform Sign Program..... See current fee list.

### **SECTION 3: Contents of Sign(s) Package**

*The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process. Examples of Uniform Sign Programs are available at the Planning Department counter.*

- A. Building Wall Signs:
  - 1. *Detailed Site Plan, drawn to scale, shall include the following:*
    - Project site area including dimensioned property lines.*
    - All site improvements including, but not limited to, buildings, parking areas, driveways, etc.*
    - Shade the building where the proposed building signs are to be located.*
  - 2. *Building Elevations:*
    - Accurate building elevations showing building face with dimensions.*
    - Exact location and placement of the proposed signs.*
  - 3. *Detailed Elevations of Signs:*
    - Dimensions of proposed signs*
    - Depth of signs (thickness)*
    - Letter style, size, materials, and colors of sign copy*
    - Method of illumination*
- B. Monument Sign:
  - 1. *Detailed Site Plan, drawn to scale, shall include the following:*
    - Location of proposed monument sign, including setback dimension from curb face and other monument signs.*
    - Project site area including dimensioned property lines.*
    - All site improvements including, but not limited to, buildings, parking areas, driveways, etc.*
    - Public street frontages and improvements.*
    - Proposed landscaping and irrigation system around the monument sign.*

- 2. *Detailed Elevations of monument sign:*
  - Dimensions of the proposed sign and the base.*
  - Depth of signs (cross sections).*
  - Letter style, size, materials, and colors of sign copy and the background.*
  - Full base description including materials, colors, and height.*
  - Landscape materials around the base of the sign.*
  - Method of illumination.*
  
- C. *Written sign criteria:*
  - Tenant category definitions (major, submajor, shop tenant, pad tenant)*
  - Sign locations.*
  - Sizes (maximum sign area, minimum and maximum letter height)*
  - Colors (including color number)*
  - Materials*
  - Illumination*
  - Other additional information*
  - Lettering style(s) (type, lower and/or upper case)*
  - Major tenants' sign criteria*
  - Graphic logo criteria*
  
- D. *Summary of sign criteria in the table format as shown in the attached.*

## Summary of Sign Criteria

	Shop Tenants sq. ft. (      )	Submajor Tenants sq. ft. (      )	Major Tenants over (      ) sq. ft.
Sign Width			
Sign Height			
Sign Area			
Colors			
Logo (Graphics)			
Sign Style			
No. of Signs			

<b>Allowed</b>	 <b>LOGO*</b>	(    ) dimension or (    ) dimension		(    ) dimension or (    ) dimension
* must not exceed maximum sign area				
<b>Not Allowed</b>	 <b>LOGO</b>	( 24" ) dimension		( 18" ) dimension