CHECKLIST FOR SIGN PROGRAM

Community Development Department – Planning Division
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Sign Program Checklist

The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process. Submit a complete standard application form, 2 sets of plans and sign program and sign program fee.

- ☐ 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. Menu Board(s) and/or Directional Sign(s) for Drive-Through Facilities:
    - ☐ Sign locations
    - ☐ Sizes (maximum sign area, minimum and maximum letter height)
    - ☐ Colors (including color number)
    - ☐ Materials
    - ☐ Illumination

☐   C.   Written sign criteria:
        Tenant category definitions (major, sub-major, 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 below and to be included in the Sign Program

Sign Program No. _____

Summary of Sign Criteria

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

Dimension the width and height for the graphic logo and the sign letters and the total sign copy (graphic logo and letters)

SHOW SAMPLE OF GRAPHIC LOGO	SHOW SAMPLE OF SIGN COPY IN LETTERS