



CITY of CALABASAS

Community Development Department

Planning Division

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# Supplemental Application SIGNS

For Sign Permits and Sign Programs

## SIGN PERMIT SUMMARY

### SIGN TYPE(S)

Temporary                       Permanent  
 Canopy                               Directional                       Monument                       Subdivision  
 Wall                                       Wall - Facing Freeway  
 Other: \_\_\_\_\_

### NUMBER OF EXISTING SIGNS ON PROPERTY *(Please list on separate page the size of each sign listed below)*

Canopy \_\_\_\_\_  
 Directional \_\_\_\_\_  
 Monument \_\_\_\_\_  
 Wall \_\_\_\_\_  
 Wall - Facing Freeway \_\_\_\_\_

### SIGN SIZE

Size:	Length:	Width:	Depth:	Overall Height:	Sq. Ft.	Building Face Sq. Ft.	Illuminated	
Sign 1:	_____	_____	_____	_____	_____	_____	Yes	No
Sign 2:	_____	_____	_____	_____	_____	_____	Yes	No
Sign 3:	_____	_____	_____	_____	_____	_____	Yes	No
Sign 4:	_____	_____	_____	_____	_____	_____	Yes	No
Sign 5:	_____	_____	_____	_____	_____	_____	Yes	No
Sign 6:	_____	_____	_____	_____	_____	_____	Yes	No

### FOR TEMPORARY AND SUBDIVISION SIGNS ONLY:

Installation Date:

Expiration/Removal Date:



# Application Filing Requirements

## SUBMITTAL CHECKLIST

### MINIMUM APPLICATION FILING REQUIREMENTS

This checklist will be used by staff to determine if an application contains the appropriate materials and documents to begin the application process. All items listed below must be included. If any items are not included the project will not be accepted for submittal. This checklist is not used to determine whether a project application is complete for purposes of the Permit Streamlining Act.

#### Sign Permit:

- Completed *General Land Use and Development Application* and filing fees.
- Completed *Supplemental Application - Signs*.
- Three (3) color copies of plans that shall include the following:
  - A detailed site plan showing the exact location of the proposed sign(s) with dimensions, proposed landscaping and all site improvements such as structures, parking and paving areas, public street frontages, etc.
  - Elevations showing the dimensions of the building and the exact location of the proposed sign(s).
  - Sign Elevation showing all proposed signs, describing the sign length, width, depth, letter height, materials and colors.
  - A cross section showing how the sign will be attached to the building.
  - Signature of the approving agent (i.e., landlord/property owner, developer, property manager).
- Pictures of the site, existing signs and locations of proposed signs. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, and brief description.
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

#### APPLICATION REVIEW AND APPROVAL BODIES:

Development Review Committee  
Community Development Director

**Note:** A Sign Program will be required when any of the following conditions exist:

1. A new project is proposed with four or more non-exempt signs;
2. Two or more separate tenant spaces are to be created on the same parcel; or

3. Two or more new signs are proposed during any twelve (12) month period, at an existing business with four or more non-exempt signs.

#### Sign Program:

- Completed *General Land Use and Development Application* and filing fees.
- Completed *Supplemental Application - Signs*.
- Six (6) copies of the sign program. The Sign Program shall be prepared in 8½"X11" **and** 11"X17" format (three (3) copies of each size required) and shall include the following information:
  - A master plan, drawn to scale, delineating the site proposed to be included in the sign program and the general location of all signs.
  - Drawings indicating the exterior surface details of all buildings within the site upon which wall signs, directory signs or projecting signs are proposed to be located.
  - Size, type, and design of all signs proposed as part of the sign program.
  - Proposed color schemes of the signs.
- Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken.
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

#### APPLICATION REVIEW AND APPROVAL BODIES:

Development Review Committee  
Architectural Review Panel  
Planning Commission