



**CITY OF CAMPBELL**  
Community Development Department

**PLANNING APPLICATION CHECKLIST**  
**SIGN PERMIT APPLICATIONS**

(Download at <http://bit.ly/signpermitchecklist>)

This Planning Application Checklist (“Checklist”) is intended to facilitate the submittal of a development application to the City of Campbell Planning Division. Please note that there are specific Checklists for different application types (e.g., single-family homes, land use changes, planned developments, etc.). If you are unsure of which Checklist to refer, please visit the Planning Application Checklists webpage at <http://bit.ly/appchecklists>. If you need additional assistance, please contact the Planning Division at (408) 866-2140 or [planning@campbellca.gov](mailto:planning@campbellca.gov), or visit us at City Hall.

**APPLICATION TYPES**

This Checklist is to be used for **Sign Permit Applications** only, for all temporary and permanent signs, as well as proposed Master Sign Plans. The City’s [Sign Ordinance \(CMC Chapter 21.30\)](#) provides the specific signage allowances for all properties, except those located in Historic Downtown Campbell, which are governed by [CMC Section 21.10.060](#). Please also contact the Planning Division to determine if your property is subject to a Master Sign Plan.

APPLICATION TYPES	
APPLICATIONS	DESCRIPTION
<ul style="list-style-type: none"> <li>■ <b>Temporary Sign Permit</b></li> </ul>	<ul style="list-style-type: none"> <li>■ A request to install up to two (2) temporary banner signs located on private property for a period not to exceed 30 days.</li> </ul>
<ul style="list-style-type: none"> <li>■ <b>Sign Permit (Administrative)</b></li> </ul>	<ul style="list-style-type: none"> <li>■ A request to install a wall or freestanding sign(s) that conforms to the specified maximum area and number of allowed signs.</li> </ul>
<ul style="list-style-type: none"> <li>■ <b>Sign Permit (Planning Commission)</b></li> </ul>	<ul style="list-style-type: none"> <li>■ A request to allow (1) a greater number of signs; (2) an increased sign area (size); (3) a manual or electronic readerboard sign(s); or (4) an off-site sign(s).</li> </ul>
<ul style="list-style-type: none"> <li>■ <b>Sign Permit (City Council)</b></li> </ul>	<ul style="list-style-type: none"> <li>■ A request to install a freeway-oriented sign(s).</li> </ul>
<ul style="list-style-type: none"> <li>■ <b>Master Sign Plan</b></li> </ul>	<ul style="list-style-type: none"> <li>■ A proposal to establish a property-specific set of signage standards and design criteria. A Master Sign Plan (MSP) may be considered by the City Council, Planning Commission, or administratively, depending on the type of signs proposed.</li> </ul>

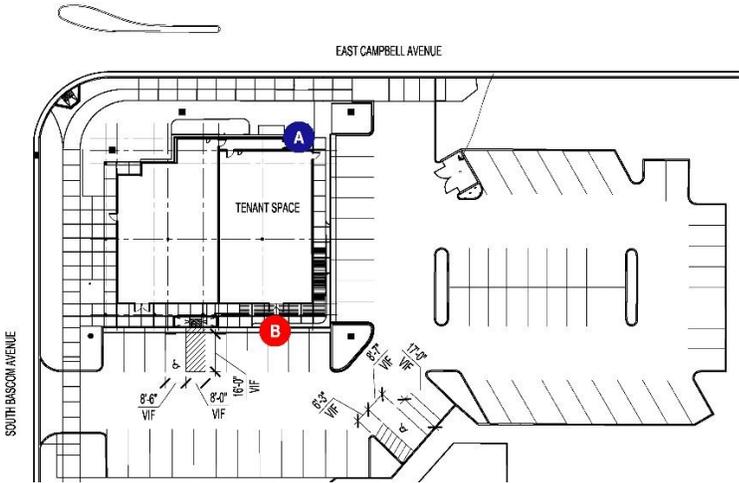
**DIGITAL SUBMISSION REQUIRED**

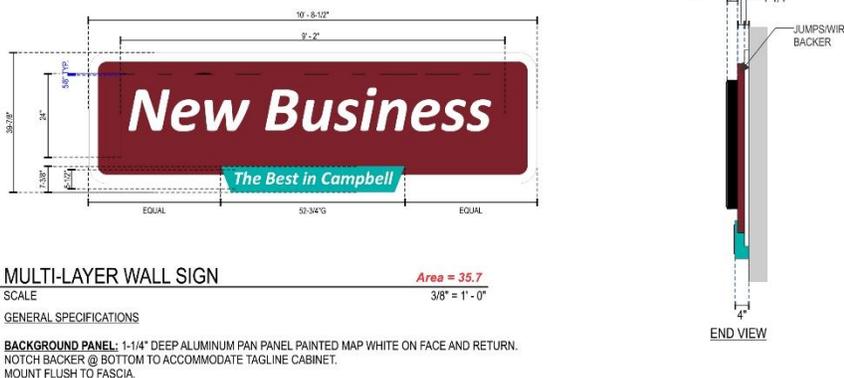
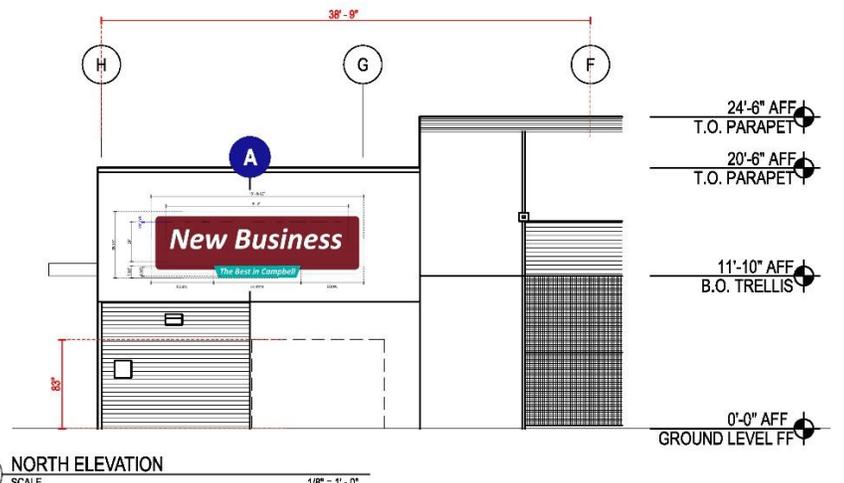
The City of Campbell utilizes an online permit system called MyGovernmentOnline (“MGO”). **All applications for a development permit must be electronically submitted through the MGO system**, accessible at <http://bit.ly/planningmgo>. Before you submit an application for the first time, you must create a user account. For more information, please visit the City’s Application Center at <http://bit.ly/campbellappcenter>. MGO also offers a customer service support line at (866) 957-3764 if you need assistance in creating a user account and/or navigating the system. Questions related to the application submittal requirements specified by this Checklist should be directed to the Planning Division at (408) 866-2140 or [planning@campbellca.gov](mailto:planning@campbellca.gov). If you require accommodation, there is a public kiosk in the Community Development Department that you may use to submit an application through the MGO system and/or create a user account. However, as noted further in the Checklist, all application materials must be provided electronically; if you wish to use the public kiosk you must bring your application materials on a USB flash drive. For security reasons, application materials may not be downloaded or emailed to the kiosk computer.

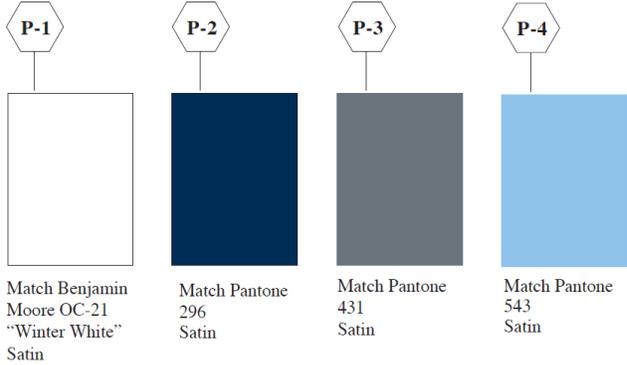
## REQUIRED APPLICATION MATERIALS

Unless specifically excluded by a staff planner in writing, the following Application Materials, as specified in the table, below, are required for a development application to be deemed "complete" under the [California Permit Streamlining Act](#). A designation of 'Y' or 'N' in each row states whether the specific Application Material is required or not for the particular application type (i.e., "Sign Permit (All)," "Temporary Sign," or "Master Sign Plan").

Upon submittal to the MGO system, a staff planner will review your uploaded materials for general adequacy with specifications stated in the table, below, as well as with the additional requirements provided in the following sections. If the required Application Materials are missing, clearly inadequate, mislabeled, or in an incorrect format, the application will not be accepted. You will be notified through the MGO system if your application has been accepted or rejected. Further, please be advised that the submission of Application Materials, including when responding to a notice of incompleteness, must be provided all together and cannot be piecemealed.

#	REQUIRED APPLICATION MATERIALS	SIGN PERMIT (ALL)	TEMPORARY SIGN	MASTER SIGN PLAN
<b>Sign Plan Sheets</b> <i>(provide as a single document)</i>				
1.	<p><b>Coversheet</b></p> <ul style="list-style-type: none"> <li>■ Project site address, project title, scope of work (e.g., Sign Permit or Master Sign Plan), business and/or property name, sheet index, legend, and vicinity map;</li> <li>■ Reserved area for City date and approval stamps (two 2" x 3" boxes).</li> </ul>	Y	N	Y
2.	<p><b>Site Plan</b></p> <ul style="list-style-type: none"> <li>■ Property lines and property line dimensions;</li> <li>■ Existing buildings, public street(s), public sidewalk, parking stalls, driveways, and walkways;</li> <li>■ Location of the tenant space(s) subject to the Sign Permit request;</li> <li>■ Location of proposed sign(s);</li> <li>■ Line-of-sight vision triangle measurement(s) for driveway(s) and intersection corner(s) for freestanding signs located within 50-feet of a driveway or corner.</li> </ul> <p><i>For example</i></p>  <p><b>Note:</b> For a Master Sign Plan, the Site Plan must also provide key notes and a legend to identify the location of all proposed signs.</p>	Y	N	Y

#	REQUIRED APPLICATION MATERIALS	SIGN PERMIT (ALL)	TEMPORARY SIGN	MASTER SIGN PLAN
3.	<p><b>Sign Detail</b> providing a scaled <i>color</i> illustration of the proposed signs(s), with sign height/length, letter height/length, color, material, and total sign area dimensions and notes, in both profile (cross-section) and front view.</p> <p><i>For example</i></p>  <p><b>A MULTI-LAYER WALL SIGN</b> <span style="float: right;">Area = 35.7</span></p> <p>SCALE <span style="float: right;">3/8" = 1' - 0"</span></p> <p>GENERAL SPECIFICATIONS</p> <p><b>BACKGROUND PANEL:</b> 1-1/4" DEEP ALUMINUM PAN PANEL PAINTED MAP WHITE ON FACE AND RETURN. NOTCH BACKER @ BOTTOM TO ACCOMMODATE TAGLINE CABINET. MOUNT FLUSH TO FASCIA.</p> <p><b>Note:</b> For a Master Sign Plan, provide a Sign Detail for every proposed "typical" sign type proposed to be allowed.</p>	Y	N	Y
4.	<p><b>Building Elevations</b> providing a depiction of the proposed sign(s) as shown on the subject building(s).</p> <ul style="list-style-type: none"> <li>■ All dimensions of the sign(s), including sign height/length and letter height/length;</li> <li>■ All building dimensions, including length of the tenant space, total building length, building height, fascia height, and parapet height;</li> <li>■ Height from grade to the bottom of the sign;</li> <li>■ Height from grade to the uppermost portion of the sign.</li> </ul> <p><i>For example:</i></p>  <p><b>NORTH ELEVATION</b> SCALE <span style="float: right;">1/8" = 1' - 0"</span></p> <p><b>Note:</b> For a Master Sign Plan, provide building elevations for every "typical" location a proposed sign may be installed.</p>	Y	N	Y

#	REQUIRED APPLICATION MATERIALS	SIGN PERMIT (ALL)	TEMPORARY SIGN	MASTER SIGN PLAN
5.	<p><b>Photographic Renderings</b> providing a simulated depiction of the proposed sign(s) as shown on a photograph of the subject building or property.</p> <p><i>For example</i></p>  <p><b>*Note:</b> Only required for Sign Permits subject to Planning Commission or City Council approval.</p>	Y*	N	Y
6.	<p><b>Material/Color Palette</b> providing key-coded representations of colors and materials for signage represented within the Master Sign Plan.</p> <p><i>For example</i></p>  <p>Match Benjamin Moore OC-21 "Winter White" Satin</p> <p>Match Pantone 296 Satin</p> <p>Match Pantone 431 Satin</p> <p>Match Pantone 543 Satin</p>	N	N	Y
7.	<p><b>Schematic Drawing</b> depicting a banner sign with dimensions:</p> <p><i>For example</i></p>  <p><b>Note:</b> Each business may display up to two (2) temporary signs at any time, with a total combined sign area of no more than 40 square-feet.</p>	N	Y	N

#	REQUIRED APPLICATION MATERIALS	SIGN PERMIT (ALL)	TEMPORARY SIGN	MASTER SIGN PLAN
<b>Additional Items</b> <i>(provide as separate documents)</i>				
8.	<b>Acknowledgment Statement</b> (see last page of this checklist) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.	Y	Y	Y
9.	<b>Preliminary Title Report</b> prepared by a title company registered with the <a href="#">California Department of Insurance</a> .	N	N	Y

### PROJECT PLAN PREPARATION REQUIREMENTS

Sign Plans submitted for a Sign Permit application, with the exception of temporary banners, must adhere to the following requirements:

- Be drawn to a standard architectural and/or engineering scale (e.g., 1/4" = 1' or 1" = 20');
- Indicate the name, company, address, phone number, email, and stamp of the plan author(s) (if applicable);
- Specify the date of preparation; document version (deltas); noted and graphical scale; and north arrow;
- Be produced in a uniform size (all sheets) of 11" x 17" (tabloid size);
- Incorporate all the required sheets into a single set of Sign Plans; and
- Be natively generated by a CAD application program, rather than printed and scanned. Scanned hand-drawn plans will also not be accepted.

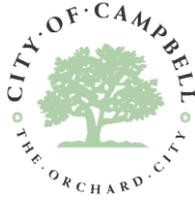
### APPLICATION MATERIALS SUBMITTAL REQUIREMENTS

Application Materials must be submitted **electronically** in [Adobe PDF](#) (unlocked) format (i.e., no JPEG, PNG, DOC, etc.), **using the standardized file naming format specified in the table, below**. Please do not add dates, numbers, acronyms, special characters (!, @, #, \$, %, ^, &, ", ", and \*), version numbers or prefix numbers to the file names. Please also ensure that the Sign Plans, inclusive of all sheets, **are combined into a single PDF file**. Separate PDF files will not be accepted and will result in rejection of your application.

REQUIRED FILE NAMING FORMAT	
Required Material <i>(one PDF file for each item)</i>	Required File Name Format <i>(label each file exactly like this)</i>
■ <b>Sign Plans</b> (inclusive of all required sheets)	■ <b>Sign Plans (year-month-day)</b> <i>Example: Sign Plans (2020-01-30)</i>
■ <b>Acknowledgment Statement</b>	■ <b>Acknowledgment Statement</b>
■ <b>Preliminary Title Report</b>	■ <b>Title Report</b>

### APPLICATION FEES

Payment of application fees is required for submittal of all development applications. Once your application has been accepted, an invoice with instructions for payment will be emailed to you. **Payment of the application fees must made within two (2) business days**. Failure to pay by the payment deadline will cause the application to be rejected and you will have to resubmit. The application fee schedule is available at <http://bit.ly/feesplanning>. Please note that the City charges a surcharge fee for all credit/debit card and ACH (e-check) transactions in the amount of 4% and 1%, respectively. Cash or check payments may be made at the City Finance Department at no additional cost.



CITY OF CAMPBELL  
Community Development Department

**ACKNOWLEDGEMENT STATEMENT**

Please read carefully. These are legally binding statements that may warrant consultation with legal counsel and/or a translator prior to signing. Misrepresentation is grounds for revocation of an approved land use entitlement pursuant to [Campbell Municipal Code \(CMC\) 21.68.030.B](#). Signature by the Applicant and Property Owner (or a duly authorized individual who may sign on behalf of a corporation, non-profit organization, limited liability company, joint partnership, homeowner associations, etc.) constitutes acknowledgment and/or acceptance of the following by all parties:

- (1) The Project Site *is not* included on the [Hazardous Wastes and Substances Sites List](#) pursuant to Cal. Gov. Code § 65962.5;
- (2) A political donation(s) of \$250 or more to any City of Campbell Planning Commissioner *has not* been made pursuant to the [Political Reform Act](#);
- (3) A vested right to a land use entitlement or building permit *will not* be conferred without additional approval by the [West Valley Sanitation District](#);
- (4) The City of Campbell is granted release to copy and reproduce electronically, in whole or in part, drawings and all other materials submitted with this development application for the City’s regulatory, administrative, and legal functions, including sharing of information with other governmental entities and for compliance with the [California Public Records Act \(CPRA\)](#);
- (5) As specified by [CMC Sec. 21.38.040.C](#), if an application is deemed incomplete revised Application Materials must be submitted within one hundred eighty calendar days after notification of incompleteness, or the application shall be deemed withdrawn *without refund of application fees*;
- (6) All notices and communications may be provided electronically via email through the MGO system. This acknowledgement also constitutes an intelligent, voluntary, and knowing waiver to receive a physical copy of any notice required or implied to be required by the [Permit Streamlining Act \(PSA\)](#);
- (7) An application for a development permit is not deemed submitted for the purposes of the [Permit Streamlining Act \(PSA\)](#) until all required materials have been received and all fees have been paid;
- (8) A project shall not be construed as operative, vested, or final nor shall City permits be considered valid, until the filing fees for a Notice of Determination (NOD) have been paid (Fish & Game Code §711.4(c)(3)); and
- (9) The information submitted with the development application is true and correct to the best of my knowledge.

ATTEST:

**APPLICANT ACKNOWLEDGEMENT**

<b>Name:</b>	<b>Title (if applicable):</b>	<b>Signature:</b>	<b>Date:</b>
_____	_____	_____	_____

**PROPERTY OWNER ACKNOWLEDGEMENT**

<b>Name:</b>	<b>Title (if applicable):</b>	<b>Signature:</b>	<b>Date:</b>
_____	_____	_____	_____

**Company (if applicable):**  
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