



Sign Application

Submittal Requirements

In order for the Planning Department to review your application, the following must be submitted.

Planner to initial when submitted

- _____ 1. **Sign Application**—Signed by applicant and property owner
- _____ 2. **Title Report** (only required for ground-mounted or free-standing signs)
- _____ 3. **Plans Required**

Sign Permit

- a. Four (4) 11” x 17” color copies. Plans on CD (pdf format) may be required.

Sign Program/Sign Exception/Freeway Oriented Signs:

- a. One full size set (24” x 36” folded to 8.5” x 11”);
- b. Four (4) sets of reduced (11” x 17”) and
- c. One (1) reduced set (8.5” x 11”) of color copies
- d. PDF format plans on CD in the following format(s):
 - 8 ½” x 11” scale / 150 dpi / PNG images
 - 24” x 36” scale / 300 dpi / JPEG or PNG images
- e. Note that additional reduced sets and an updated set of PDF plans on CD will be required following review of the original submittal.

Plans should include the following:

- a. **Plot Plan**—clearly indicating the following:
Assessors Parcel Number; Property lines; Footprint of buildings with tenant space outlined; Individual business frontage; Driveway locations on site and on adjacent properties and Sign location(s)
- b. **Sign Detail** - shall include: Dimensions; Letter size; Color; Material and Illumination
- c. **Sign/Letter Cross Section**—(1”=1’-0” minimum scale)
- d. **Building Elevation**—showing location of sign on building

- _____ 4. **Filing Fees** (551.4660)
 - _____ \$ 74 Temporary Sign
 - _____ \$ 446 Administrative Sign Permit
 - _____ \$ 98 Each additional sign (same permit)
 - _____ \$1,911 Planning Commission Sign Permit
 - _____ \$ 392 Each additional sign (same permit)
 - _____ \$2,793 City Council Sign Permit
 - _____ \$ 392 Each additional sign (same permit)
 - _____ \$1,911 Administrative Master Sign Plan
 - _____ \$3,058 Planning Commission Master Sign Plan
 - _____ \$4,410 City Council Master Sign Plan
 - _____ \$ 255 Mailing/Noticing (Planning Commission/City Council level)

*Receipt must be submitted to the Planning Department

PLEASE NOTE: The staff planner who is on duty when your application is submitted will give the application a cursory review for completeness. If any of the above items are not complete, the application will not be accepted.



Development Application

FILE NO: _____

Planning Division - City of Campbell - 70 N. First Street, Campbell, California 95008 (408) 866-2140

PROJECT LOCATION: _____
(Address) (Assessor's Parcel Number)

GENERAL PROJECT DESCRIPTION: _____

ZONING: _____ GENERAL PLAN: _____

APPLICANT INFORMATION:

NAME: _____
ADDRESS: _____
TELEPHONE: _____
CITY/STATE: _____ ZIP: _____
CELL: _____
EMAIL: _____

PROPERTY OWNER INFORMATION:

NAME: _____
ADDRESS: _____
TELEPHONE: _____
CITY/STATE: _____ ZIP: _____
CELL: _____
EMAIL: _____

Attach a separate sheet listing any additional people to receive copies of reports and agendas.

AFFIDAVIT/SIGNATURE(S):

The undersigned person(s), having an interest in the above-described property, hereby make this application in accordance with the provisions of the Campbell Municipal Code; and, hereby certify that the information given herein is true and correct to the best of my/our knowledge and belief.

_____	_____	_____	_____
Applicant's Signature	Date	Property Owner's Signature	Date

The City will review the application for completeness and will notify the applicant within 30 days of submittal of a complete or incomplete application.

Types of Application(s) - Check off all that apply for this project:

- | | |
|---|---|
| <input type="checkbox"/> Administrative Planned Development Permit | <input type="checkbox"/> Reasonable Accommodation |
| <input type="checkbox"/> Administrative Site and Architectural Review Permit | <input type="checkbox"/> Sign Application - Single Sign |
| <input type="checkbox"/> Extension of Approval | <input type="checkbox"/> Signs - Additional Signs per business filed at same time |
| <input type="checkbox"/> Fence Exception | <input type="checkbox"/> Signs - Program - (five or more signs) |
| <input type="checkbox"/> Environmental Impact Report Review | <input type="checkbox"/> Signs - Downtown (C-3) Exceptions |
| <input type="checkbox"/> Fire Review | <input type="checkbox"/> Signs - Exception |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Signs - Freeway Oriented |
| <input type="checkbox"/> Heritage Tree Designation | <input type="checkbox"/> Site and Architectural Review Permit |
| <input type="checkbox"/> Home Occupation Permit | <input type="checkbox"/> Subdivision Map (five lots or more) |
| <input type="checkbox"/> Initial Study/Negative Declaration | <input type="checkbox"/> Temporary Sign(s) |
| <input type="checkbox"/> Landmark Designation | <input type="checkbox"/> Tree Removal Permit |
| <input type="checkbox"/> Alteration to Designated Landmark | <input type="checkbox"/> Use Permits |
| <input type="checkbox"/> Minor Modifications to Side Yard Setback (residential) | <input type="checkbox"/> Underground Utility Waiver |
| <input type="checkbox"/> Modifications | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Outdoor Seating and Display Permit | <input type="checkbox"/> Zoning Certification Letter |
| <input type="checkbox"/> Parcel Map (four lots or fewer) | <input type="checkbox"/> Zone Change |
| <input type="checkbox"/> Planned Development Permit | |
| <input type="checkbox"/> Pre-Application (Tier 1 or Tier 2) | |