



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)
 _____ \$ 76 Temporary Sign
 _____ \$ 463 Administrative Sign Permit
 _____ \$ 102 Each additional sign (same permit)
 _____ \$1,985 Planning Commission Sign Permit
 _____ \$ 407 Each additional sign (same permit)
 _____ \$2,901 City Council Sign Permit
 _____ \$ 407 Each additional sign (same permit)
 _____ \$1,985 Administrative Master Sign Plan
 _____ \$3,176 Planning Commission Master Sign Plan
 _____ \$4,580 City Council Master Sign Plan
 _____ \$ 265 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) | |