



# SIGNS (MINOR & OVER THE COUNTER) SUBMITTAL REQUIREMENTS CHECKLIST

Virtual appointments are required to submit all applications, except Over the Counter (OTC). Appointments can be made by calling the Planning Division at (650) 329-2441 x0. To ensure timely processing, incomplete applications will not be accepted.

Prior to your appointment, upload all required documents as a Pre-Application through the City's [Online Permitting Services](#) portal. Directions on creating an account and submitting a pre-app are available at [bit.ly/paloaltoOPS](http://bit.ly/paloaltoOPS). Please note, the account used for the pre-app will be the main contact and uploader for the entirety of the project.

## 1. PLANNING APPLICATION FORM

- a. Application form available at [bit.ly/PAplanningforms](http://bit.ly/PAplanningforms), ensure completion of items 1-4.
- b. Application cannot be accepted without a property owner's signature. Written authorization from Stanford University is required if the property is located on Stanford land.
- c. Include all application documents as a single pdf, title the document C1[insert address] APPLY.pdf, per the OPS Submittal Guidelines.

## 2. DETERMINE APPLICATION TYPE

- a. Sign permit may be approved "Over the Counter" if it meets the following criteria:
  - i. [U&O application](#) has been submitted and use has been deemed permitted
  - ii. Wall mounted signs that are comprised of individual pin mounted letters. Proposed wall signs must also compliment the building design, be within Code limitation for size, a minimum of ½ inch thickness, and of high quality materials. Halo illumination preferred.
- b. All other signs require Minor Staff Architectural Review or can be incorporated into a larger Planning application.
- c. All signs shall conform to the [Sign Code](#).
- d. Signs on El Camino Real shall also adhere to the [El Camino Real Guidelines](#).

## 3. ELECTRONIC PLAN SET

- a. Follow the requirements for DigEPlan bookmarking per the [OPS Submittal Guidelines](#).
- b. All sheets shall be oriented in the same direction, with bar scale and north arrow
- c. Plans shall be drawn to scale and shall fill the page
- d. Include the entire plan set in a single pdf, titled C1[insert address]PLAN.pdf
- e. **See A-E on the following page for required sheets and details**

## 4. APPLICATION FEES

- a. During the intake appointment, staff will notify you when to pay fees online through the OPS portal. See fee schedule at [bit.ly/PAplanningforms](http://bit.ly/PAplanningforms). Review does not start until fees are paid.

## 5. RESUBMITTALS

- a. After initial submittal comments have been addressed, applicant will upload resubmittals and/or additional materials through the OPS portal, using the **red "resubmit" button** at [bit.ly/PaloAltoACA](http://bit.ly/PaloAltoACA).

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## REQUIRED INFORMATION FOR SCHEMATIC PLAN SET\*:

\*These requirements may be modified by City staff to omit items or to include additional items (e.g. physical material board, lighting study, etc.) based on the scope of the project. Applicants are encouraged to provide additional information where helpful.

- All text shall be legible when printed on 11 x 17 inch reduced-size sets
- Information must be consistent on all plan sheets and should be provided in the order indicated below

### A. COVER SHEET

- **Vicinity Map** - Small schematic map showing the location of the site within the City
- **Project Data** - Address, Zoning District, Allowed and Proposed Sign Area
- **Project Description**
  - i. The scope of work to be done, sign type, number and location of installation
  - ii. Make note of existing signage and whether or not it will be removed. Provide photos.

### B. PHOTOS

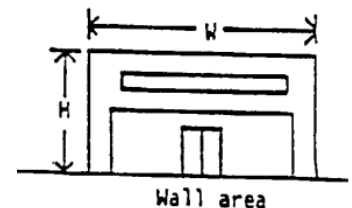
- In the plan set, include photographs showing the project site with details of the specific sign locations and the relationship of the proposed signs to the building.

### C. SITE PLAN (Aerial Image or Scaled Drawing)

- Show existing conditions and proposed changes
- Setbacks for any proposed monument signs
- Dimensioned property lines
- Footprint of all buildings and structures on the site
- Any easements or encumbrances across the property
- Identify parking area, driveways, and sidewalks
- Location of existing trees and significant landscaping

### D. BUILDING ELEVATIONS (Streetview Image or Scaled Drawing)

- Height and width for each elevation where signs will be placed
- Outlines of adjacent buildings
- All lighting, windows, doors, awnings, overhangs, etc.
- Type, finish, material, and color of all surfaces
- Location of existing signs, proposed signs, drawn to scale. Include appropriate dimensions.



### E. DETAIL OF PROPOSED SIGNS (Full Color)

- Sign dimensions, including dimensions of individual letters and graphics (min ½ inch thick)
- Exact sign area including letters and graphic elements
- Comparison to allowable maximum sign area
- Exact wording and lettering type as it will appear on the sign
- Illumination type. If illumination is not shown, the sign will be assumed to be non-illuminated

### F. COLORS AND MATERIALS

- Plan Sheets including at least two (2) high-quality photos of the proposed materials, front view and angled view of samples for thickness, reflectiveness, etc.
  - i. Label photos with color and/or material product numbers where applicable
- Staff may request samples of actual colors and materials mounted on 8" x 14" foam board to be retained by the city as part of the permanent file