



Application Checklist for
SIGN REVIEW (SR)

A request for a Sign Review requires approval by the Director of Planning and Economic Development.

Applications shall be reviewed for compliance with these submittal requirements. *Applications submitted without the required information may not be accepted for processing or may be deemed incomplete and processing suspended.*

Application Submittal Requirements:

A. ___ **One (1) copy of the completed application packet, including:**

- Application Form
- Justification Statement
- Notarized Property Owner(s) Statement

B. ___ **The required processing fee (see fee schedule)**

C. ___ **Sign Plan** – Five (5) copies of a colored sign plan for each sign indicating:

- Project name and description
- Name and address of owner and person(s) preparing the plan
- Address and assessor parcel number(s) (APN) of the project site
- Sign dimensions and area (height, width, and depth)
- Sign colors
- Sign materials
- Method of lighting

D. ___ **Site Plan** - Five (5) copies of a fully dimensional exhibit drawn to scale (no smaller than 1" = 40') indicating:

- Project name and description
- Name and address of owner and person(s) preparing the plan
- Address and assessor parcel number(s) (APN) of the project site
- North arrow and vicinity map (both oriented so north is toward top of each sheet)
- Property lines and dimensions
- All existing and proposed easements and the owners of each (freestanding signs)
- Proposed/existing buildings (with dimensions) and all other structures (including trash enclosures, carports, shade structures, canopies, cart returns, bus shelters, walls, sheds, etc.)
- Distance of buildings to property lines
- Pedestrian and vehicular circulation
- All planted/landscaped areas
- Driveways and parking areas
- Location of proposed and existing signs
- Location of all oak trees, including scrub oaks
- Elevation at the base of the sign and adjacent street elevation (for street oriented freestanding signs)

E. ___ Elevations (wall signs only) – Five (5) copies of the building elevation drawn to scale indicating:

- Location of existing and proposed signs (label each elevation north, south, east, west)

NOTE: All exhibits larger than 8 1/2" x 11" must be INDIVIDUALLY FOLDED prior to submittal. Full size color exhibits are not required to be folded.

These submittal requirements, as well as those for other types of entitlement applications, can be found on the City of Santa Clarita website at www.santa-clarita.com. If you have questions regarding these submittal requirements, you can contact the Planning Division at (661) 255-4330, e-mail the Department of Planning and Economic Development at ped@santa-clarita.com, or visit the Planning Division at City Hall, 23920 Valencia Blvd., Suite 302, Santa Clarita, CA 91355.

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