



SUBMITTAL CHECKLIST FOR Sign Certificate of Conformance (SCC) with Design Review Board (DRB)*

Planning and Environmental Review
130 Cremona Drive, Suite B, Goleta, CA 93117
Phone: (805) 961-7500 Fax: (805) 961-7551

Items REQUIRED of ALL Applications for signage to be reviewed by the DRB:

- ___ 1 copy of the Planning Permit Application with all required signatures.
- ___ 5 copies of the site plan clearly indicating:
 - Vicinity map
 - Locations of proposed signs
 - Property lines/lot dimensions
 - Right-of-way lines
 - Distance of monuments from right-of-way lines
 - Required setbacks
 - Street centerlines
- ___ 5 complete sets of elevation drawings clearly showing all existing and proposed signage, including:
 - Dimensions of the sign and any supporting structures (length, width, height)
 - Square footage of the sign (draw a box around the sign and measure the area)
 - For wall signs, indicate the square footage of the building façade of that portion of the first floor occupied by the enterprise
- ___ 5 complete sets of color drawings of all proposed signs, clearly showing:
 - Dimensions of the sign
 - Letter heights
 - Method of construction
 - Lighting details
 - Show accurate colors of the sign (indicate paint manufacturer's numbers as necessary)
- ___ 1 copy of any full-size exhibits reduced to 11" x 17".
- ___ 1 copy of above exhibits on CD-ROM or emailed PDF (*optional, but recommended*).
- ___ Photos of all building facades, including existing signage.
- ___ 1 copy of copyright trademark applications filed with the United States Patent and Trademark Office, when applicable.
- ___ 1 copy of Approved Overall Sign Plan, when applicable.
- ___ Mailed Noticing Packet (*see Guidelines for Mailed Noticing Packet*).
- ___ Applicable fees.



SUBMITTAL CHECKLIST FOR Sign Certificate of Conformance (SCC)

Planning and Environmental Review
130 Cremona Drive, Suite B, Goleta, CA 93117
Phone: (805) 961-7543 Fax: (805) 961-7551

Items REQUIRED of ALL Applications, exempt from Design Review Board*:

- _____ 1 copy of the Planning Permit Application with all required signatures.

- _____ 4 copies of the site plan clearly indicating:
 - Vicinity map
 - Locations of proposed signs
 - Property lines/lot dimensions
 - Right-of-way lines
 - Distance of monuments from right-of-way lines
 - Required setbacks
 - Street centerlines

- _____ 4 complete sets of elevation drawings clearly showing all existing and proposed signage, including:
 - Dimensions of the sign and any supporting structures (length, width, height)
 - Square footage of the sign (draw a box around the sign and measure the area)
 - For wall signs, indicate the square footage of the building façade of that portion of the first floor occupied by the enterprise

- _____ 4 complete sets of color drawings of all proposed signs, clearly showing:
 - Dimensions of the sign
 - Method of construction
 - Letter heights
 - Lighting details
 - Show accurate colors of the sign (indicate paint manufacturer's numbers as necessary)

- _____ 1 copy of any full-size exhibits reduced to 11" x 17" size.

- _____ 1 copy of above exhibits on CD-ROM or emailed PDF (*optional, but recommended*).

- _____ Photos of all building facades, including existing signage.

- _____ 1 copy of copyright trademark applications filed with the United States Patent and Trademark Office, when applicable.

- _____ 1 copy of Approved Overall Sign Plan, when applicable.

- _____ Applicable fees.

*Check with Planning staff to see if review by the Design Review Board is required for your project.