



# City of Santa Barbara

## OUTDOOR VENDING MACHINE SUBMITTAL CHECKLIST

The following **must** be supplied before a project can be scheduled before the Sign Committee:

### 1. Completed Master Application Form:

- Project Address
- Assessor's Parcel Number(s) and Land Use Zone(s)
- Complete Project Description (detailed description in letter)
- Approval(s) requested
- Owner and Agent - Name, Address (include Zip Code) & Phone Number - give a numbered address [not "the corner of..."]
- Signature of Property Owner **or** Applicant/Agent

### 2. Sign Project Statistics Sheet:

- Must be completed and either attached to the Master Application or on the plans for submittal.

### 3. Photographs:

- Current photographs of the site, each elevation of the building(s), adjacent properties, surrounding neighborhood area and streetscape, to provide an accurate depiction of the location of the subject parcel(s). *(Please note that a map showing the locations where photographs were taken may be required on a case-by-case basis.)*
- Photographs **must** be clear and visually legible. Dark and/or discolored photographs are not acceptable. Polaroid or instamatic photographs are also not acceptable. Digital photographs are acceptable if they are of the same quality of development as color photographs AND **must** be a minimum of 3"x5" in size.
- Mount and identify photographs for submittal on foldable 8½" x 11" heavy paper (loose photographs are NOT acceptable). *(Please refer to sample boards available at the Planning Counter.)*

### 4. Plans (Two (2) sets of plans folded to 8 ½" x 11" and attached). Each set must be drawn to scale and include the following:

#### a. Site Plan

- Legend
  - Project Address
  - County Assessor's Parcel Number(s)
  - Land Use Zone
  - Scope of work
  - Property Owner information (name, address, phone number)
- Vicinity Map (identifying the project site)
- Site Plan Details
  - North arrow
  - Scale of drawing
  - Location of all existing and proposed structure(s) and use(s)
  - Location of all existing and proposed vending machines

- Dimensions of the property and all building(s) and structure(s)
- Footprints of adjacent structure(s)

b. Elevation(s):

*(In some instances, quality photographs of each elevation may be used in lieu of plans provided that no new construction is proposed):*

- Label each elevation
- Scale of drawing
- Views from all affected sides of the building(s) involved in the project; clearly indicate all existing and proposed new work
- Heights of building(s) and structures involved in the project as defined by SBMC§28.04.100
- Indicate color changes *(if applicable)*
- Identify changes in exterior material(s)

5. **Panel Design(s)** (for all unapproved vending machine(s)):

- Scale of drawing
- Indicate exterior dimensions of each vending machine and the dimensions of each sign and logo
- Indicate the proposed colors on the plans and/or designs
- Provide two (2) color boards. Mount the **actual** color chips proposed with the brand name and number on foldable 8½” x 11” heavy paper

6. **Lighting:**

- Identify any existing and/or proposed lighting, its location and intensity

7. **Landscaping:**

- Provide a landscape plan with existing and proposed plant material, size and location, when planting is proposed or required. Please provide the common names.

8. **Fees:**

- Fees are based on the size, scope and type of project proposed. Staff will determine appropriate application fee based on the current fee resolution adopted by the City Council.

9. **Building Permit:**

After receiving final approval for a sign, the applicant is responsible for having a licensed contractor **obtain a building permit (additional fee), install the sign**, and call for a building inspection with Building & Safety Staff **within six (6) months**. **Sign Committee/Conforming Sign** approvals are not valid unless a building permit is issued and an inspection has been completed. Please contact the Building Division at (805) 564-5485 for questions regarding permit issuance. Please refer to the Sign Committee Submittal Packet for additional information on the sign permitting process.

10. **Submittal Deadline:**

Wednesdays (SC) at 4:30 p.m. (one week prior to the meeting date), unless the meeting is subject to holiday rescheduling. Applications deemed incomplete by Staff shall not be placed on an agenda.

**11. Meeting Agenda:**

An agenda containing the meeting date and the time set for the item will be mailed to the persons named as “owner” and “person to contact” on the application form.

**\*NOTE:** *Please be advised that depending on the scope of the project, additional information may be required by Staff.*