

### SIGN COMMITTEE (SC) SUBMITTAL PACKET

	Sign Committee Submittal Requirements and Applicant Checklist
	Sign Application Project Statistics
	El Pueblo Viejo (EPV) Conformance Questionnaire
	From Application to Building Permit
	Sign Review Process
	Sign Committee Levels of Review

Sign applications, with all the required information outlined in this packet, are to be submitted (including applicable fees) either in person or by delivery to City of Santa Barbara Planning Division, 630 Garden Street, Santa Barbara, CA 93101; or mailed via United States Postal Service to City of Santa Barbara Planning Division, P.O. Box 1990 Santa Barbara, CA 93102.

For current fee information, contact the Planning & Zoning Counter at (805) 564-5578.

For a complete application submittal, please also obtain the following:

- (1) A Master Application, and;
- (2) Outdoor Vending Machine Submittal Checklist (if applicable).

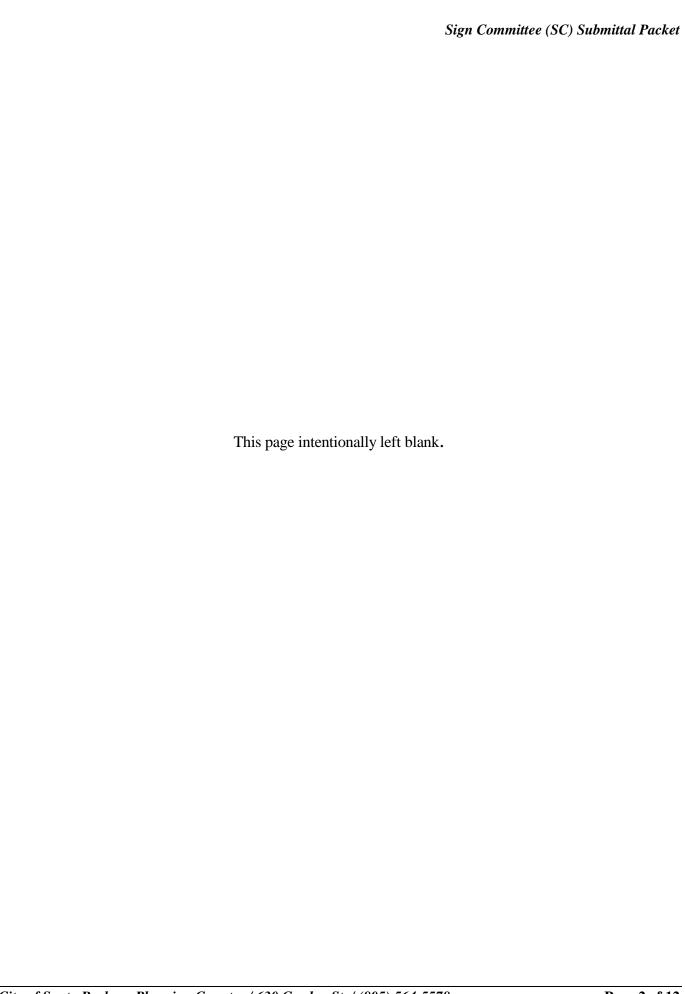
### SIGN/BUILDING & ELECTRICAL PERMIT REQUIREMENTS:

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 of the approval date. Sign Committee/Conforming Sign approvals are not valid unless a building permit is issued and a final inspection approval has been obtained. Please contact the Building Division at (805) 564-5485 for questions regarding permit issuance.

\*NOTE: All businesses/vending machines must have a valid business license/vending permit. Please contact the City of Santa Barbara Finance Department, Business License office at (805) 564-5341 for further information regarding necessary applications and fees.

Please note that these forms are also available on the City's website at <a href="http://www.santabarbaraca.gov/services/planning/forms/planning.asp">http://www.santabarbaraca.gov/services/planning/forms/planning.asp</a>

Please be advised that all submittal materials (including plans) are subject to the Public Records Act and may be reproduced for the public without agent/owner authorization.





# SIGN COMMITTEE (SC) SUBMITTAL REQUIREMENTS AND APPLICANT CHECKLIST

This checklist is required to be submitted with all Sign Applications. Check the appropriate boxes listed below for each category to identify that the information has been provided and sign the end of the checklist. Incomplete applications may be halted and returned to the applicant. Turn in this checklist, photographs, and plans with a completer Master Application along with any other forms listed on pages 5 & 6 of this packet. (El Pueblo Viejo (EPV) Conformance Questionnaire and Project Statistics Form)

	•	•									
1.	MAS	rer	APPLICATION (to be filled out completely with names, addresses, etc.)								
2.	<b>SIGN APPLICATION PROJECT STATISTICS FORM</b> (to be filled out completely as it pertains to the leasehold space or subject property)										
3.		<b>EL PUEBLO VIEJO (EPV) CONFORMANCE QUESTIONNAIRE</b> (to be filled out completely for all signs in EPV)									
4.	APPL	<b>IC</b> A	ANT CHECKLIST WITH SIGNATURE								
5.	COLO	OR I	PHOTOGRAPHS (1 Set) – photographs are to be separate from the scaled plans:								
		a.	Color photographs to adequately describe the site, clear and in focus, minimum $4 \times 6$ , or digitally printed on regular paper is acceptable. If photos are printed on photographic paper, they must be affixed to $8.5 \times 11$ paper and cannot be loose. Google Maps street photos are <u>unacceptable</u> .								
		b.	Photographs of <u>all</u> existing signs on site and those to remain unaltered.								
		c.	Photographs of adjacent buildings and their signs as well as signs across the street, to show neighborhood context and character. Google Maps street photos are <u>unacceptable</u> . Photos must be labeled.								
6.	SCAL	ED	DRAWINGS (2 sets required). See page 7 of this packet for examples:								
		a.	Sheet size maximum 11" x 17" (unless approval of larger size is obtained from City staff).								
		b.	Drawings must be labeled with one of the following scales: $1/8$ ", $1/4$ ", $1/2$ " or $1$ " = 1 foot, <b>except</b> for the Site Plan which may be at a maximum scale size of $1$ " = 20 feet.								
		c.	Plan sheets must be numbered (example: "1 of 3," "2 of 3," "3 of 3").								
		d.	<b>Site Plan</b> (1"=20' is acceptable) with complete property lines and dimensions, and to include:								
			i. Project address, parcel number, and applicant contact information;								
			ii. All streets, property lines, building frontage dimensions, distance from building to property lines, and locations of existing and proposed signs;								
			iii. Linear frontage dimension of the building at the main entrance; and								
			iv. Vicinity map showing accurate location of property to surrounding streets.								
		e.	Scaled Drawing $(1/8", \frac{1}{4}", \frac{1}{2}")$ or $1" = 1'-0"$ ) of the proposed sign(s) with:								
			i. Enlarged drawings of sign details showing dimensions and letter heights, thickness, specific type faces or fonts, and area in square feet;								

Signat	ure	(Applic	ant or	Agen	t)				D	ate	
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Projec			1				1				
	_					acknowledge that yo may be halted if an ir	-		-	ormation above.	
				,		on square footage of	· ·		•	,	
		"Outdo	oor V ne pul	ending blic wa	g Ma	g machines are propo fachine Submittal Chatherefore a scaled ele	necklist." Machi vation showing	ines may screening	be required should be	d to be screene included.	
	11.	OUTD.	OOF	R VEN	IDI	NG MACHINES*:					
		require addition except	es a re onal fo ion(s)	equest ee. Ar being	for n exe g ree	a sign that does not an "exception" be su ecception letter for su- quested and the group gn Ordinance.	ubmitted with the chapter proposal is	he sign ap	plication r	naterials, and a udes the type o	n
	10.	EXCE	PTIC	ON RE	EQU	JEST LETTER (if a	pplicable):				
		Applic	ants p	propos	ing	planting are required al including common	-			_	d
	9.	LAND				r manusus produc			.8		
					-	e manufacturer produce				•	
Ш	δ.	LIGH'			anv e	existing and/or propo	seed lighting its	location	and intensi	tv	
		set of Materi blacks	plans. al sar are to	. Colonples of the of	or co may	TERIAL SAMPLES copies or color comp y also be required. ( ack, and all colors are	uter printouts a Note: For signs	re unacce in EPV,	ptable for	color approvals	s.
			d	limens	sione	Elevation(s) – provided photo-simulation existing building. (P	s showing the	e correct	proportion	ns of propose	d
			a	nd pro	pos	n applications shall in sed grades. They sha ument sign including	ll also show pro				_
						method of attachme signs indicated.	nt for hangings	signs and	l wall sign	is and weight o	of
					iv.	all electrical signs lab	beled by an appr	oved testin	ng laborato	ry; and	
						specific bracket design dimensions of all sign			g material,	color, finish, an	d
			L		ii.	color rendering of sig	gns;				



# SIGN APPLICATION PROJECT STATISTICS

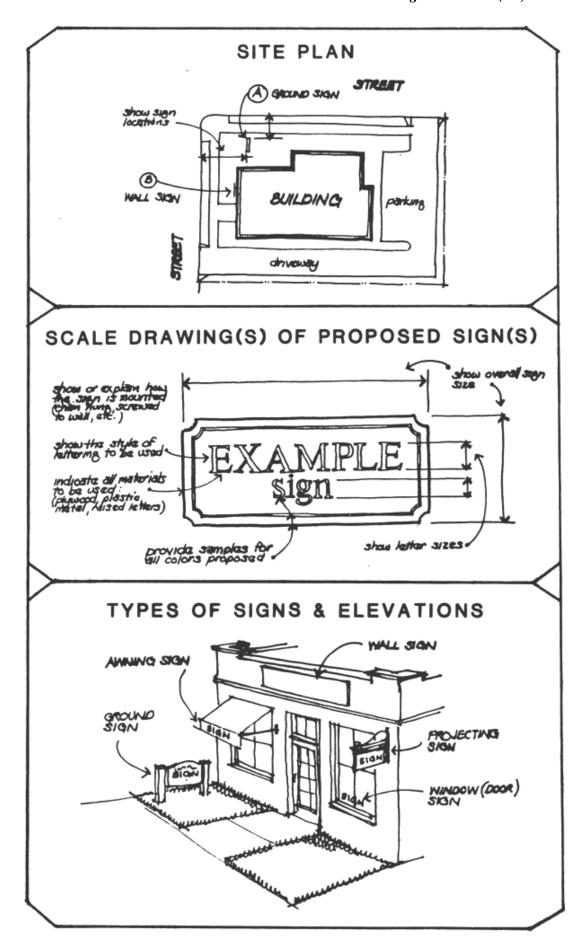
PRO	PROJECT ADDRESS: EPV DISTRICT? Yes NO									
Bus	BUSINESS NAME TO APPEAR ON SIGNS:									
API	APPLICATION FOR: (Check all that apply)  New sign(s)  New sign program for multi-tenant complex  Alter existing sign(s) for existing business  Removal/replacement of existing sign(s)  Other									
Ex	EXISTING CONDITIONS:									
Bui	lding street fronta	ge at main poi	nt of	entry for business:		fee	et Allowed s	ign area:	sq. ft.	
(To	determine allowe	ed sign area, re	fer to	SBMC Section 22	.70.0	40, Sign Ordi	nance, Sign Sta	ndards.)		
Nu	mber of tenant/uni	its in building:			_	F	Floor level occu	pied by applicant	?	
Do	es a Sign Program	exist for the b	uildir	ng or complex?	<u> </u>	es 🔲 1	No Pr	oposed		
	A. LIST EACH I	EXISTING SIG	N(S) T	O REMAIN <u>Unalt</u>	EREI	ON SITE FO	R THE BUILDIN	NG OR LEASEHO	LD SPACE:	
	Түре/мат	TERIAL	IL	LUMINATED (yes/n	io)	SIZE (di	imensions)	AREA (sq. ft.)		
1.										
2.										
3.										
4.										
				Total existing	sign	area to rema	nin <u>unaltered</u> :			
	B. PROPOSED 1	<u>New</u> Signs, <u>E</u>	KISTI	NG SIGNS TO BE A	LTER	<u>ed</u> , or <u>Prev</u>	IOUSLY UNPER	MITTED SIGNS:		
٨	ALTERED, NEW, OR UNPERMITTED TYPE (wall, ground,			MATERIALS (wood, vinyl, etc.)		UMINATED? es, internal or external)	MAX LETTER HEIGHT (in.)	SIZE (dimensions)	AREA (sq. ft.)	
A. B.										
C.										
D.										
E.										
F.										
			Tot	al proposed sign a	rea (	of new, altere	ed, and/or unpe	ermitted signs:		
				Grand	tota	l of A plus B	:	<u>-</u>		
Is the Exceleration of the	ception(s) requeste er should justify w	for the site und ed? (If yes, pro why the Sign C	ovide omm	e allowable for this letter and required ittee can make all t 0.070 (B) of the Ci	fee.	The	Yes  No (I) Yes  No	f no, an exception	n is required.	



# EL PUEBLO VIEJO (EPV) CONFORMANCE QUESTIONNAIRE

Please complete the questionnaire below to demonstrate how the proposed design of the sign(s) conforms with the Sign Review Guidelines and Ordinance specific to El Pueblo Viejo Landmark District.

1.	The sign	n is appropriate to the Hispanic architectural tradition of Santa Barbara and traditional sign design:							
		Use of traditional materials							
		Traditional font							
		Colors appropriate to EPV (off-whites and off-blacks, and all matte finishes)							
2.	Is lighting for sign proposed?  Yes No								
	$\triangleright$	Is lighting decorative and historical in character or concealed?   Yes   No							
	>	Is lighting screened by landscaping?   Yes   No If Yes, landscaping in EPV must conform to the EPV Guidelines List of Preferred Plants and a landscape plan must be submitted. List conforming plant names:							
	$\triangleright$	Manufacturer's cut sheet for each proposed fixtures must be provided.							
	$\triangleright$	Is the proposed lighting in a traditional Hispanic style?   Yes No							
	$\triangleright$	Specify the lighting intensity, which should Not be a high output fixture							
		☐ Incandescent							
		Fluorescent							
		Other							
		(Sample of the proposed material fixture may be required.)							
3.	Specify	the font (lettering) style and size.							
		Is the logo and lettering a Spanish style?							
4.	•	abols or three-dimensional forms are being used?  Yes No							
5.	Are Spa	nish terminology and the use of 16th to 19th century graphic modes being used in the proposed sign design? $\square$ No							
6.	What m	aterials are to be used?							
		Wood							
		Steel							
		Paint							
		Silk-screening							
		Other (Sample of the proposed material using the proposed finish and font style should be provided by the applicant.)							
		proposed materials conform to materials as specified in El Pueblo Viejo District guidelines and/or ordinance?							
7.	Are tile	or stone proposed to be used in flush mounted signs?   Yes   No							
	>	Specify the Manufacturer Name, color, and style to be used							
8.	Is a new	bracket proposed? Yes No							
	>	Is the bracket to be made of wrought iron?							
	>	Is the design in conformance with EPV Guidelines.?							
9.	Does to	the proposed sign incorporate an inventive representation of the use, name or logo of the structure?							
		comply with El Pueblo Viejo District Guideline Standards?							



#### **SIGN TYPES:**

WALL: A sign affixed or painted directly on an exterior wall or solid fence, the principal face of

which is parallel to the wall or fence.

HANGING: A sign attached to and located below any eave, roof, canopy, awning or bracket.

WINDOW: Any sign printed, attached, glued or affixed to or behind a window or within four (4) feet

of the inside, designed to be viewed by the public from streets, malls or parking lots.

PROJECTING: A sign which projects from and is supported by a wall of a building, with the display

surface of the sign perpendicular to the building wall. Projecting signs are also known as

blade signs.

AWNING: Any sign or graphic attached to or painted on an awning or awning canopy.

GROUND: Any sign which is supported by one or more uprights or braces on the ground, not to

exceed six (6) feet in height above grade measured at the adjacent right-of-way.

### **LETTER HEIGHT:**

If the project is in the El Pueblo Viejo (EPV) Landmark District, the maximum letter height is 10". No plastics or plex-faced signs nor internally illuminated signs are allowed. If the project is not in EPV, the maximum letter height is 12". Any sign with letter height in excess of these limits will require an exception.

#### **ALLOWED SIGN AREA:**

### Commercial building with three or less tenants:

Allowed sign area equals linear street frontage at the main entrance on a 1:1 ratio up to a maximum limit. Please refer to SBMC 22.70.040.A.3 for further details on signage limitations.

Any project requesting more sign area than that allowed will require an exception.

### **Commercial building with four or more tenants:**

- Allowed sign area is equal to one half (½) the linear frontage of the leasehold width at the main entrance. A tenant occupying a space which is not on the ground floor also is allowed ½ the leasehold width in area.
- If the building or complex maintains a group identity, a sign program will be required to apply to all tenants.

Please see the Sign Ordinance (SBMC §22.70) and the Sign Committee Sign Review Guidelines for more information.



### FROM APPLICATION TO BUILDING PERMIT

- I. A complete sign application is filed at the Planning and Zoning Counter. This document is provided to serve as a guide to the process for obtaining sign approval and building permit for the sign/s.
- II. Staff determines the appropriate level of review for the submittal either Conforming Sign Review or Consent Sign Review by Sign Committee members, or HLC/ABR Full Board review.
- III. If review by the Sign Committee is required, the meeting will proceed as follows:
  - A. The Chair will introduce the item address and business name.
  - B. The applicant will present the proposed signage to the Committee.
    - 1. Include all signs currently at the site and note any signs that will remain.
    - 2. Identify each proposed sign and its location.
  - C. Additional information from Staff (if needed).
  - D. Questions and comments by the Committee.
  - E. Committee consideration of Findings and Conditions of Approval.
  - F. Motion, discussion of motion, action and vote by the Committee.
- IV. Any action taken by the Sign Committee may be referred or appealed to either the Architectural Board of Review (ABR) or Historic Landmarks Commission (HLC) according to the appropriate jurisdiction. Subsequent decisions of the ABR or HLC may be appealed to the City Council. A Sign Committee appeal must be filed with the Community Development staff at 630 Garden Street within ten (10) calendar days of the meeting at which the Sign Committee took action or rendered its decision. The appeal must be in writing, include the reason for the appeal, and the appropriate filing fee.

If a Sign Committee appeal is heard by the ABR or HLC, that action or decision may also be appealed to City Council by filing an appeal at the City Clerk's Office at City Hall (735 Anacapa Street). The appeal must also be in writing, include the reason for the appeal, and be accompanied by the appropriate filing fee.

V. All signs approved by the Sign Committee <u>require</u> a building permit. The applicant is responsible for obtaining a Building Permit<sup>1</sup> from the Building and Safety Division and meeting the Sign Committee Conditions of Approval. If the Sign Committee approval is subject to corrections or conditions, revised plans must be submitted to Sign Committee staff prior to applying for a building permit.

#### A. Permit Issuance Requirements:

All signs approved by the Sign Committee require a building permit. Sign permits shall be issued by the Building & Safety Division of the Community Development Department for signs and related hardware that have been approved by the Sign Committee. Electrical signs, signs that require footings, and signs that weigh over 100 lbs. shall be reviewed by a plans examiner or building inspector; and

<sup>&</sup>lt;sup>1</sup> Must be issued to an appropriately Licensed California Contractor with a valid City of Santa Barbara Business License.

	All signs and their related hardware, including: footings, brackets, fasteners, wiring, fixtures, components, and appendages shall be installed by an appropriately licensed California contractor. Note: Proof of insurance and property owner authorization may also be required.
	Exception: The Building Official may approve the removal and replacement of signs by other qualified persons provided the sign has an existing bracket, or is mounted flat against a wall, the sign itself does not weigh more than 10 lbs., is not more than 6 ft. above grade, or is painted on an existing surface.
Cond	litions of Approval applied to all Sign Applications:
stamp the ap correct apply	receiving Sign Committee approval, the applicant may pick up two (2) sets of ped plans from the Planning and Zoning counter the day following the approval for oplicant to apply for a building permit. If the Sign Committee approval is subject to ctions or conditions, revised plans must be submitted to Sign Committee staff prior to ing for a building permit. The following conditions apply to all signs approved by the Committee:
	The applicant is responsible for obtaining a Building Permit from the Building and Safety Division prior to the installation of any approved sign. The final inspection date will be automatically scheduled within 30 days. Note: Building permits for sign approvals expire six (6) months from the approval date if no inspection is performed.
	The Sign Committee approval is granted for a specific tenant at a specified location as described on the application.
	All signs shall be installed, located, constructed, and maintained as shown on the approved plans.
	The Sign Committee shall approve materials and colors to be used. All materials shall be specified on the plans and color samples provided to Staff. Any deviation from the approved materials and colors will require explicit approval of the Sign Committee.
	If a building permit is not obtained and the approved sign(s) is/are not installed within six (6) months from the date of approval, the approval automatically expires and will become null and void. However, one six-month time extension of the Sign Committee approval may be granted by the Community Development Director or his designee, if the proposed plans, materials, and adjacent areas remain unchanged.

B.

A General Contractor may install signage providing such contractor is performing other unrelated work on the same site.

<sup>&</sup>lt;sup>2</sup> Sign painting contractor D42 Electrical sign contractor C45



### SIGN REVIEW PROCESS

#### **STEP 1: APPLICATION**

Submit Master Application & other Required Information

#### **STEP 2: STAFF REVIEW FOR:**

- Completeness
- ➤ Compliance with Zoning & other City Requirements
- Level of Design Review

## STEP 3A: ABR/HLC CONFORMING SIGN REVIEW (1 MEMBER)

- 1 Conforming Sign Review
- 2 Final Review
- 3 Decision Ratified by Full Committee

## STEP 3B: ABR/HLC CONSENT SIGN REVIEW (2 MEMBERS)

- 1 Conceptual Review
- 2 Complete other Discretionary Review
  - (If Required)
- 3 Final Review

#### **STEP 4: APPEALS**

If a Sign Committee decision is appealed – ABR/HLC acts as the appeal board at a public hearing. Final decisions may be subsequently appealed to City Council.

### **STEP 5: BUILDING PERMIT**

If Approved, proceed to Building and Safety Division for a building permit. Approved/stamped plans will be on file there.



# SIGN COMMITTEE LEVELS OF REVIEW

- → CONCEPT This is the <u>first</u> level of plan review for a project at Sign Committee. Applicants are encouraged to come in with sketches and/or very conceptual drawings. The Committee usually gives comments to guide the applicant on the design of the project so that it can advance to the next level of review, which is preliminary. The Committee may give a final approval if sufficient information has been given and no other discretionary review is required.
- FINAL This is the <u>second</u> level of plan review for a project at Sign Committee. If the completed working drawings for the project meet all of the conditions set at the <u>conceptual</u> level and the plan details are provided, such as color samples, roof materials, window details, door hardware, and exterior lighting fixtures, then final approval may be granted.
- REVIEW AFTER FINAL This is the <u>third</u> level of plan review at Sign Committee available for projects that have been given final approval. Review After Final occurs when there is a proposed change to a project after final approval has been granted. An applicant must submit a supplemental application along with revised plans and appropriate fees.
- → CONFORMING REVIEW This level is primarily for sign proposals that clearly comply with the Sign Ordinance and Sign Review Guidelines. In addition, the Sign Committee may also direct some projects or portions of projects to the Conforming Sign Review for approval.

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