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 8½” 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.

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