Submittal Checklist for
SIGN EXCEPTION

This checklist should be reviewed with a Planner at the Permit Center and must be submitted with the application. Incomplete applications cannot be processed and will be returned to the applicant together with a checklist specifying the items that are incomplete.

MINIMUM SUBMITTAL REQUIREMENTS:
Listed below are the minimum submittal requirements for Sign Exceptions. If there are multiple entitlements, they may be combined under one submittal.

☐ **DIGITAL COPIES (PDF)** of all application material
a) Submit via USB Flash Drive.

☐ **MASTER APPLICATION** (three copies)
a) Cover Sheet with Applicant Signature.
b) Environmental Assessment.
c) Tree Inventory.
d) Taxpayer Protection Act Disclosure Form.

☐ **SITE PLANS** (three full size copies and two 11”x17” reductions)
a) Applicant name, address and phone number.
b) Project site address, north arrow and drawing scale.
c) Property lines.
d) Internal and external rights-of-way and any vehicular access or other easements.
e) Existing and proposed structures with their uses labeled.
f) Location of structures on adjacent properties and their uses.
g) Mature trees 4 inches or more in diameter (on-site, adjacent to property lines and in public right-of-way).
h) Yard dimensions.
i) Topography (when applicable).
j) Vicinity map showing ½-mile radius street system with project site highlighted (integrated at lower right hand corner of plan).

☐ **OWNERSHIP VERIFICATION** (one copy)
a) Copy of Grant Deed.
b) Written Consent from property owner to authorize representative (if applicable).

☐ **NOTIFICATION PACKET** (two sets)
a) Radius Map and Ownership List.
b) Affidavit.
c) Mail Merge (Excel Spreadsheet).

☐ **PHOTOS** (two sets)
a) A minimum of four photos (varied angles) of the project site showing walls, trees and existing structures.

☐ **APPLICATION FEES**

☐ **CHECKLIST FOR SPECIFIC ENTITLEMENTS & OTHER ITEMS**
Refer to the reverse page for additional submittal requirements.

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
CURRENT PLANNING SECTION – Email: ZoningQuestions@cityofpasadena.net
175 NORTH GARFIELD AVENUE
PASADENA, CA 91101

SPECIFIC ENTITLEMENT REQUIREMENTS:
In addition to the minimum submittal requirements, the following specific entitlement requirements for Sign Exceptions shall also be submitted:

☐ **SUPPLEMENTAL APPLICATION** (three copies)
a) Description of Request.
b) Findings for a Sign Exception.
c) Public Hearing Request.

☐ **SIGN INVENTORY**
Include the type, location, dimensions and square footages of all signage, including existing signage to remain and proposed signage.

☐ **ELEVATIONS**
Include elevations of building frontages showing the location of existing signage to remain and proposed signage. Include elevations of all freestanding signs.

ADDITIONAL ITEMS:
In addition, the following items may be required by the Planner for submittal:

☐ **FLOOR PLANS**

☐ **ELEVATION SECTIONS**

☐ **STREET ELEVATION SKETCHES**

☐ **GRADING PLAN** (if greater than or equal to 50 cubic yards)

☐ **TOPOGRAPHIC MAP**

☐ **CALCULATIONS** (square footage, floor area ratio, average slope, etc.)

☐ **LANDSCAPE PLAN**

☐ **CIRCULATION PLAN**

☐ **DEVELOPMENT SCHEDULE**

☐ **ESCROW TITLE PAPERS**

☐ **LEASE AGREEMENT**

☐ **OTHER ITEMS**

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Supplemental Application for
SIGN EXCEPTION

Project Address:_____ Case #_____

DESCRIPTION OF REQUEST:
A separate description and set of findings must be submitted if there is more than one Sign Exception request. This Sign Exception is to:

FINDINGS:
The applicant must thoroughly respond to the three (3) directives below to make the required findings for the proposed project. A separate set of findings must be submitted if there is more than one Sign Exception request. Use additional sheets if more space is necessary to complete your response. The City's Zoning Code and General Plan can be viewed at the Permit Center and online at www.cityofpasadena.net.

1) Describe how the proposed signage is architecturally and aesthetically compatible with the major structures on the subject site and adjacent sites and is compatible with the character of the established neighborhood and general environment;

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Project Address: _____ Case # _____

2) Describe how granting the application is in conformance with the goals, policies, and objectives of the General Plan and the purpose and intent of any applicable specific plan and the purposes of the Zoning Code, and would not constitute a grant of special privilege inconsistent with the limitations on other properties in the vicinity and the same zoning district; and

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3) Describe how granting the application would not be detrimental or injurious to property or improvements in the vicinity of the subject site, or to the public health, safety or general welfare.

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PUBLIC HEARING REQUEST:

The procedures for a Sign Exception shall be the same as for a Minor Variance. Section 17.61.080(C)(3) of the Zoning Code specifies that a public hearing need not be held on a ***"Minor" Variance*** *if no concern is registered with the Zoning Administrator in response to the required public notice. If no concern is registered, however, the applicant may request that a public hearing be held.*

Sign here if you wish to have a public hearing held even if no concern is registered.

_____ _____

Signature of Applicant Date