



**CITY OF SANTA MONICA – CITY PLANNING DIVISION
ARCHITECTURAL REVIEW BOARD APPLICATION
Sign Plans, Sign Program, and Sign Adjustment**

This part to be completed by City staff

ARB No.: _____
 Received By: _____
 Date Submitted: _____

Amount Paid: \$ _____
 Check No.: _____

Applications must be submitted at the City Planning public counter, Room 111 at City Hall. City Hall is located at 1685 Main Street, Santa Monica, CA 90401. If you have any questions completing this application you may call City Planning at (310) 458-8341. The fax number is (310) 458-3380.

GENERAL INFORMATION	PROJECT ADDRESS: _____	<p align="center">NOTES TO APPLICANT</p> <hr/> <p><i>Please complete all applicable sections of this application and submit all required materials. Incomplete applications will not be accepted for filing.</i></p> <p><i>The applicant, representative, or legal owner familiar with the project must be present at the ARB meeting.</i></p> <p><i>A decision on a project is rendered at the hearing. The ARB may approve, conditionally approve, or deny an application. An applicant may request a continuance to redesign a project based on feedback received at the hearing, for future Board consideration.</i></p> <p><i>Continued projects are not automatically rescheduled for the next hearing. Contact your Project Manager to reschedule your project for ARB review.</i></p> <p><i>A detailed project description is required. Summarize the scope of work, including information on existing/proposed signs.</i></p> <p><i>The Sign Code is available at the City Planning Division Public Counter and on the City's website.</i></p>
	APPLICANT <i>(Note: All correspondences will be sent to the contact person)</i>	
	Name: _____	
	Address: _____ Zip: _____	
	Phone: _____ Fax: _____	
	Email: _____	
	CONTACT PERSON <i>(if different)</i>	
	Name: _____	
	Address: _____ Zip: _____	
	Phone: _____ Fax: _____	
Email: _____		
Relation to Applicant: _____		
PROPERTY OWNER		
Name: _____		
Address: _____ Zip: _____		
Phone: _____ Fax: _____		
APPLICATION TYPE <i>(Check all that apply)</i>		
<input type="checkbox"/> Administrative/Staff Design Approval (see p. 2)		
<input type="checkbox"/> Sign Plans/Program (see p. 3 & 4) <input type="checkbox"/> Sign Adjustment (see p. 5)		
<input type="checkbox"/> Modification to a Previously Approved Project <i>(Previous ARB # _____)</i>		
DETAILED PROJECT DESCRIPTION		

I hereby certify that I am the owner of the subject property and that I have reviewed the subject application and authorize the applicant or applicant's representative (contact person) to make decisions that may affect my property as it pertains to this application.		

Property Owner's Name (PRINT)	Property Owner's Signature / Date	

PREVIOUS PLANNING ENTITLEMENTS *(if applicable)*
 (DCP, VAR, DR, AA, ZC, etc...)

NEIGHBORHOOD NOTIFICATION

SUBMITTAL REQUIREMENTS – ADMINISTRATIVE DESIGN APPROVAL

- COMPLETED APPLICATION AND PAYMENT OF FEE**
- THREE SETS OF APPLICATION MATERIALS. EACH SET MUST INCLUDE THE FOLLOWING:**
 - **Architectural Plans** (Scale 1/8 or 1/4 inch, unless otherwise approved by the Staff Liaison to the Board prior to submittal. Plans shall be no smaller than 8.5" x 11" and no greater than 24" x 36", folded not to exceed 11" x 14")
 - **Site Plan** (Show and label parcel lines with dimensions; the location of all buildings on the site; overall building dimensions; delineate each tenant space and show pedestrian entrances; dimension the width of each tenant space; show the location of on-site parking; label driveways and public right of ways. Include other information as appropriate.)
 - **Elevations** (Provide scaled drawings of each building elevation of all buildings on the subject parcel. Show the location, dimension, text and type of all existing and proposed signs as they occur on the building. Delineate and dimension each tenant space on multi-tenant buildings. Show the second-floor line for multi-story buildings.)
 - **Colored Sign Plan Details** (Provide scaled drawings that show the type of sign proposed, construction details, size of lettering and logos, overall sign dimensions, total square footage, identify all exterior colors and materials, and provide information on illumination.)
 - **Colored Elevation Drawings or Photo Simulations** (Include each elevation)
 - **For Sign Applications** (Show all information specified on pages 3 and 4 of this application.)
 - **Labeled and Mounted Color Photographs** (Show subject and adjacent properties including properties located across and alley or street mounted on an 8½" x 11" stock paper or color copied.)
- EPWM APPROVAL** (Approval from the Environmental Public Works Management division is required if any portion of the project extends over the right-of-way.)
- COLOR / MATERIAL SAMPLES** (Please provide color material samples of all proposed exterior materials. If material samples are unavailable, product brochures, specification sheets, or photos are acceptable.)

This part completed by City staff

Applicable Resolution and Section No.: _____

Is the Project Site Listed on the City's Historic Resources Inventory *(if yes, further staff analysis is required)*: _____

Planner: _____ Date Approved: _____

NOTES TO APPLICANT

All applicable administrative and discretionary entitlements must be received prior to submitting for ARB review. ARB approval is required prior to submitting for plancheck review.

All applicants are encouraged to contact and describe the subject application to adjacent property owners, tenants, and applicable neighborhood groups, prior to submittal. A list of neighborhood groups is available at the City Planning Division Public Counter and on the City's website.

The Architectural Review Board typically meets on the first and third Mondays in each month. Contact your Project Manager to confirm the actual hearing date for your project.

All decisions by the ARB are subject to a 10-day appeal period. An official appeal form and fee schedule is available at the City Planning Division Public Counter. Appeal projects will be scheduled for a hearing before the City's Planning Commission.

All applicants are encouraged to read the Architectural Review Design Guidelines and the Sign Handbook. The Guidelines and the Handbook are intended to help applicants better understand the methods and procedures for architectural review, as well as the Sign Code. The Guidelines and Handbook are available for review and purchase at the City Planning Division Public Counter.

SUBMITTAL REQUIREMENTS – SIGN PLAN REVIEW**NOTES TO APPLICANT**

- COMPLETED APPLICATION AND PAYMENT OF FEE**
- TEN (10) COLLATED SETS OF APPLICATION MATERIALS. EACH SET MUST INCLUDE THE FOLLOWING:**
- **Sign Plans** (Scale 1/8 or 1/4 inch, unless otherwise approved by the Staff Liaison to the Board prior to submittal. Plans shall be no smaller than 8.5" x 11" and no greater than 24" x 36", folded not to exceed 11" x 14")
 - **Site Plan** (Show and label parcel lines with dimensions; the location of all buildings on the site; overall building dimensions; delineate each tenant space and show pedestrian entrances; dimension the width of each tenant space; show the location of on-site parking; label driveways and public right of ways. Include other information as appropriate.)
 - **Elevations** (Provide scaled drawings of each building elevation of all buildings on the subject parcel. Show the location, dimension, text and type of all existing and proposed signs as they occur on the building. Delineate and dimension each tenant space on multi-tenant buildings. Show the second-floor line for multi-story buildings.)
 - **Colored Sign Plan Details** (Provide scaled drawings that show the type of sign proposed, construction details, size of lettering and logos, overall sign dimensions, total square footage, identify all exterior colors and materials, and provide information on illumination and sign attachment details.)
 - **Sign Program** (A sign program is required for all new projects and multi-tenant buildings. A sign program is a coordinated plan detailing the sign type, size, location, color, font, total square footage, illumination, material, connection detail for all future signs at the subject building. A complete sign program will contain text outlining the program specifics and must include an illustrative elevation drawing.)
 - **Calculation Sheet** (Applications must include calculations tabulating the area of existing and proposed signs. Sign area is calculated by enclosing the sign with two sets of parallel lines. Background or 'negative space' if located within the boxed sign must be included in the sign area calculation.)
 - **Colored Elevation Drawings or Photo Simulations** (Include each elevation)
 - **Labeled and Mounted Color Photographs** (Show subject and adjacent properties including properties located across and alley or street mounted on an 8½" x 11" stock paper or color copied. Photographs of all existing signs on the subject property must be submitted.)
- COLOR / MATERIAL BOARD** (A material sample or color photograph showing the proposed sign is required at the time of submittal. If a similar sign has been installed at another location, the applicant is encouraged to submit 8-sets (collated) of color photographs showing the as built condition.
- EPWM APPROVAL** (Stamped approval from the Environmental Public Works Management division is required if any portion of the sign extends over the right-of-way. Clearly label the plan set that has the EPWM approval.)

See the next page for Supplemental Information Requirements and information on Sign Adjustments

ARB approval is required before a permit can be issued for signs installed at any location in the City, unless specifically exempted by the Sign Code. A permit may not be issued until the 10-day appeal period has lapsed.

Projects located in the Bayside Commercial District will be evaluated for compliance with the Bayside District Specific Plan. The Plan sets forth specific standards related to pedestrian-orientation and signage. The Plan is available for review and purchase at the City Planning Division Public Counter.

*A **sign program** is a coordinated program of all existing and proposed signs located on a development site. The sign program shall include, but is not limited to, indications of the locations, dimensions, colors, letter styles, lighting, and sign types of all signs to be located on a site.*

SUPPLEMENTAL INFORMATION – SIGN PLAN REVIEW

Complete the following questions and fill out all applicable information. Attach additional sheets if necessary. ***This sheet will be forwarded to the ARB members in their packets. It must be thorough and legible.***

Please list the dimensions and areas of all proposed signs:

Proposed Sign	Sign Type (wall, monument, pylon, window, etc...)	Dimensions (height x length)	Area (in square feet)
1.			
2.			
3.			
4.			
5.			
Total Proposed Signage Area =			

Is the subject building a multi-tenant building? YES NO

If yes, please list all other existing tenants within the building:

Is there an existing approved sign program for the subject building? YES NO

If yes, please provide information on the previously approved sign program.

If no, and if the subject building is a multi-tenant building, a sign program will be required to be approved along with a any proposed sign plans.

Is there existing signage located on the building or property? YES NO

If yes, please list the dimensions and areas of all existing signs, including any signs to be removed:

Existing Sign	Sign Type (wall, monument, pylon, window, etc...)	Dimensions (height x length)	Area (in square feet)
1.			
2.			
3.			
4.			
5.			
Total Existing Signage Area =			

Is the subject building a multi-story building? YES NO

Is the subject property located at a corner location? YES NO

Is the subject property located within the Bayside Commercial District (BSC)? YES NO

- If yes, please consult the Bayside District Specific Plan for additional signage standards that are in addition to the City's Sign Code.

SIGN PLAN REVIEW SUBMITTAL REQUIREMENTS

SIGN ADJUSTMENT – STATEMENT OF FINDINGS

NOTES TO APPLICANT

1. The strict application of the provisions of the Sign Code would result in practical difficulties or unnecessary hardships for the business or property owner in that...

In order to encourage quality, creativity, and artistic expression, or in order to assure adequate business identification, a variance from any nonstructural provision of the Sign Code may be granted upon the filing of a sign adjustment application and subject to the following findings.

2. There are exceptional circumstances or conditions unique to the property that do not apply generally to other properties in the vicinity in that...

3. The granting of the requested variance would not be materially detrimental to the property owners in the vicinity in that...

4. The granting of the variance would not be contrary to the general objectives of the Sign Code and to the City's General Plan in that...

SIGN ADJUSTMENT – STATEMENT OF FINDINGS