



Overall Sign Plan

The OVERALL SIGN PLAN (OSP) provides for discretionary review of the specific design and layout pertaining to overall sign plans.

THIS PACKAGE CONTAINS _____

- ✓ SUBMITTAL REQUIREMENTS
- ✓ APPLICATION
- ✓ INDEMNIFICATION AGREEMENT

AND, IF ✓'D, ALSO CONTAINS _____

- AGREEMENT FOR PAYMENT OF PROCESSING FEES
[Click to download Agreement to Pay form](#)
- PLAN AND MAP REQUIREMENTS
[Click to download Site Plan and Topographical Map Requirements](#)
- BOARD OF ARCHITECTURAL REVIEW (BAR) APPLICATION
[Click to download Board of Architectural Review Sign Application](#)

South County Office
123 E. Anapamu Street
Santa Barbara, CA 93101
Phone: (805) 568-2000
Fax: (805) 568-2030

North County Office
624 W. Foster Road, Suite C
Santa Maria, CA 93455
Phone: (805) 934-6250
Fax: (805) 934-6258

Website: www.sbcountyplanning.org

SUBMITTAL REQUIREMENTS

Military Land Use Compatibility Planning Requirements

Is the site located in an area with any military uses/issues? Yes No
 Please review the website to determine applicability. <http://cmluca.gis.ca.gov/>. This requirement applies to all General Plan Actions and Amendments, and Development Projects that meet one or more of the following conditions:

- 1) Is located within 1,000 feet of a military installation,
- 2) Is located within special use airspace, or
- 3) Is located beneath a low-level flight path

Copy of report attached? Yes No

Cities Sphere of Influence

Is the site within a city sphere of influence?¹ Yes No
 If yes, which city? _____

___ 2 Copies of Application Form

___ 2 Copies of a site (plot) plan. Include the following information:

- ___ Scale and north arrow.
- ___ Name and address of applicant.
- ___ Name of Shopping Center.
- ___ Name and address of land owner.
- ___ All property lines.
- ___ Names of all adjacent streets.
- ___ All existing and proposed structures.
- ___ Location of all existing and proposed signs with dimensions from property lines.

[Click to download Site Plan and Topographical Map Requirements](#)

___ 2 Copies of elevations of the proposed signs. Include the following information:

- ___ Scale of drawing
- ___ Dimensions and height of signs.
- ___ Existing, proposed and possible future wall signs on building facade with dimensions of signs and building facade.
- ___ Materials, colors and illumination of all signs.

___ 2 Copies of the proposed signs (information should include the dimensions, materials, colors, and where the sign is illuminated).

- ___ a) Typical sign dimensions
- ___ b) Letter styles, height
- ___ c) Sign materials and shapes

¹ If additional information is needed regarding location of a City’s Sphere of Influence, please contact our zoning information counter.

- d) Color of letters and background (includes samples)
 - e) Method of illumination
 - f) Scale of drawing
-
- 1 Color photos of existing and proposed sign locations
 - 1 Names and addresses of all known tenants
 - 1 Check Payable to Planning & Development.
 - 1 Agreement to Pay Form
[Click to download Agreement to Pay form](#)
 - 1 Indemnification Agreement

NOTE: All plans must be drawn to scale and folded to 8-1/2 x 11 inches.



PLANNING & DEVELOPMENT
PERMIT APPLICATION

SITE ADDRESS:
ASSESSOR PARCEL NUMBER:
PARCEL SIZE (acres/sq.ft.): Gross Net
ZONING:
COMPREHENSIVE/COASTAL PLAN DESIGNATION:
Are there previous permits/applications?
Is this application (potentially) related to cannabis activities?
Did you have a pre-application?
Are there previous environmental (CEQA) documents?
Project description summary:

1. Financially Responsible Person
2. Owner:
3. Agent:
4. Arch./Designer:
5. Engineer/Surveyor:
6. Contractor:
(For this project)
Mailing Address:
Street City State Zip
Phone: FAX:
E-mail:
State/Reg Lic#

I hereby certify to the best of my knowledge, the information contained in this application and all attached materials are correct, true and complete.

Signature Print name/date

COUNTY USE ONLY

Case Number: Companion Case Number:
Supervisory District: Submittal Date:
Applicable Zoning Ordinance: Receipt Number:
Project Planner: Accepted for Processing
Zoning Designation: Comp. Plan Designation

