



**Master Sign Program**

**DEADLINE:**

- Initial submission and fee must be received by 5:00 PM on the day of the deadline.
- Electronic file submission must be uploaded into the ePlan system within 24 hours of this deadline.
- Refer to the "Meeting Schedules and Deadlines" document provided on the City's website for submission deadlines.
- To ensure quality submittal, this project will only be added to the AAC Agenda when a complete submission has been uploaded into the ePlan system. If a complete submission is not uploaded by the deadline, the application will be rejected via email.

**Application Review Process:**

Application Type	Step 1	Step 2	Step 3
<b>AAC Sign Application</b>	Pre-Application Meeting with a Planner	AAC Review	Development Order from the AAC

After receipt of Architectural Appearance Committee approval, the applicant may apply for building permits. A separate permit is required for each individual sign.

**APPLICATION SUBMISSION PROCESS:** Upon reception of the electronic Camino submission, an email will be sent to the agent with a link to ePlan where all project drawings and documents listed in the *ePLAN* section (see below) shall be uploaded.

<b>ePLAN</b>	<input type="checkbox"/>	Digitally sign the application page(s) in Camino.
	<input type="checkbox"/>	Current survey showing all existing conditions of the site, including easement and the survey date.
	<input type="checkbox"/>	Narrative with project specifics including a full description of the proposed sign program (PDF).
	<input type="checkbox"/>	Legal Description (Digital copy in WORD).
	<input type="checkbox"/>	Digital Plans* (see below).

**\*SIGN PACKAGE:** Must include the following:

<input type="checkbox"/>	Renderings of the existing façade in color.
<input type="checkbox"/>	Dimensions of the Façade and proposed sign.
<input type="checkbox"/>	Sign drawings in color.
<input type="checkbox"/>	Construction details, including a section of the sign & method of attachment.
<input type="checkbox"/>	Material and color callouts on the plans. Include manufacturer, name, and product number.

**Material and color samples must be submitted before the meeting for staff review.**