



ARCADIA ARCHITECTURAL DESIGN REVIEW SIGN APPLICATION

PLEASE COMPLETE THE FOLLOWING INFORMATION SADR NO. _____

PROPERTY ADDRESS _____

APPLICANT'S NAME _____

CONTACT PERSON _____

APPLICANT'S ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NO. (Business) _____ (Home) _____

INTEREST IN PROPERTY: Owner In Escrow Lease Developer Contractor

PROPERTY OWNER'S NAME _____

PROPERTY OWNER'S ADDRESS _____

PROPERTY OWNER'S TELEPHONE NO. _____

ZONE CLASSIFICATION: _____

LOT FRONTAGE _____ LOT DEPTH _____ LOT AREA _____

PROPOSAL _____

Free Standing Signs:

Height _____ Clearance over walkway/driveway _____ Distance from building _____

Length _____ Width _____ Area (per face) _____

Wall Signs:

Size: Length _____ Height _____ Area _____ Building Frontage _____

No. of wall signs on building _____ Total area of all wall signs on wall _____

Projecting Signs:

Height _____ Width _____ Area (per face) _____

Building Frontage _____ Clearance over walkway/driveway _____

Marquee/Canopy Sign:

Size: Length _____ Height _____ Area _____

Window Signs:

No. of window signs _____ Total area _____

Directional Signs:

Size: Length _____ Height _____ Area (per face) _____ Total No. _____

Miscellaneous Signs:

Type _____ Size: Length _____ Height _____ Area (per face) _____

Date _____ Receipt No. _____ Amount\$ _____ By _____

**GENERAL FILING REQUIREMENTS & INSTRUCTIONS
FOR ARCHITECTURAL DESIGN REVIEW OF
SIGNS**

1. Applications must be complete. Incomplete applications will not be accepted.
2. The following information will be required:
 - a. Completed application form
 - b. Filing deposit of \$220
 - c. Two sets of preliminary plans drawn to scale and clearly dimensioned which include but not limited to the following information:
 - 1) Site plan including scale and north arrow (for free-standing, monument signs)
 - 2) Elevation of building on which sign is to be mounted
 - 3) Detailed sign plan with dimensions, calculations of sign area, description of materials, colors, treatment, etc. (examples may be required)
 - 4) If proposed sign is a wall sign or projecting sign indicate the number of signs and total area of signs existing on wall where proposed sign(s) is to be located.
 - 5) **Photos of the existing building as well as the adjacent buildings.**

NOTE:

- 1) Some of the above information may be waived if it is determined by the Community Development Administrator that said information is not necessary.
- 2) More information may be required if deemed necessary by the Community Development Administrator to adequately evaluate the application.