



SADR NO. \_\_\_\_\_

## ARCADIA ARCHITECTURAL DESIGN REVIEW SIGN APPLICATION

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### PLEASE COMPLETE THE FOLLOWING INFORMATION:

PROPERTY ADDRESS \_\_\_\_\_

ZONE CLASSIFICATION \_\_\_\_\_

LOT FRONTAGE (LENGTH) \_\_\_\_\_ BUSINESS FRONTAGE (LENGTH) \_\_\_\_\_

APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE No \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PROPERTY OWNER'S NAME \_\_\_\_\_

PROPERTY OWNER'S MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

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TYPE, QUANTITY, AND DIMENSIONS OF PROPOSED SIGNS (Use additional sheets if necessary):

SIGN TYPE	QUANTITY	DIMENSIONS Width x Length x Height

TYPE, QUANTITY AND DIMENSIONS OF ALL EXISTING SIGNS (Use additional sheets if necessary):

SIGN TYPE	QUANTITY	DIMENSIONS

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FOR STAFF USE ONLY

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

**FILING REQUIREMENTS & INSTRUCTIONS WORKSHEET:**

The following materials must be submitted as part of your design review application. To ensure that your application package is complete, please check-off the boxes next to the required application materials.

**Required Application Materials:**

- Completed application form
  
- Filing fee: \$220 for fixed signs  
\$50 for portable signs  
(Make checks payable to City of Arcadia)
  
- Two sets of preliminary plans drawn to scale and clearly dimensioned. These should include at a minimum the following information:
  - 1) Site plan including scale and north arrow
  - 2) Elevation of building on which sign is to be mounted, or placed in front of
  - 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, projecting sign, or marquee sign, indicate the location and square footage of all currently existing wall signs, projecting signs and marquee signs.
  - 5) Photos of the existing building and the adjacent buildings**
  - 6) Landlord’s signature (if applicable)
  - 7) Additional information, which may be required if deemed necessary by the Community Development Administrator in order to adequately evaluate this application

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FOR STAFF USE ONLY

- Site Plan
- Sign Plan(s)
- Landlord’s Signature
- Elevation(s)
- Photos

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