To submit a complete sign review application, the following items must be provided:

All City forms available at Planning Division or https://www.cityoflompoc.com/government/departments/economic-community-development/planning-division/planning-applications-forms-and-submittal-checklists

❑ Completed "General Application" form with original signatures
❑ Fees paid according to Master Fee Schedule
❑ $55.00 Document Imaging Fee (applies only to signs reviewed by the Planning Commission)
❑ Materials board displaying samples of the actual materials and colors used in construction of the sign(s) in an 8 ½ x 11 size
❑ Photographs shall be provided to supplement the application *(they should show existing signage, areas where sign will be placed)*
❑ Does your application include a request for a Reasonable Accommodation in accordance with Lompoc Municipal Code Chapter 17.536 ? __ Yes ___ No

SITE INFORMATION -- (site where sign(s) will be located)

Property address _____

Assessor's Parcel No. _____ Zoning district _____ General Plan _____

PROPOSED SIGNAGE -- (number and types of sign(s) to be reviewed under this permit)

Total number requested _____ TYPE: _____ Monument _____ On-Building

Materials to be used: _____

Type of illumination: _____

TYPE OF PERMIT REQUESTED --

Administrative
❑ Staff level review *(proposed sign(s) located in an area where Planning Commission review is not required, in a project with an approved Sign Program, or proposal is for "change of copy" only)*

Planning Commission
❑ Sign(s) for an individual business *(in area requiring Planning Commission review)*
❑ Sign Program *(for project/building containing more than one business)* - Sample of Sign Program format is available for review

The following items must be provided:
❑ Three (3) copies for Administrative Review *(minimum one copy showing proposed colors)*
❑ Eight (8) copies for Planning Commission Review *(minimum one copy showing proposed colors)*
❑ An elevation drawing *(face view of building and sign)* to scale of each proposed sign with all dimensions, including:
    ❑ overall exterior dimensions of the building *(width, height, depth)*
    ❑ overall exterior dimensions of the sign *(width, height, depth of canister)*
    ❑ placement of the sign on the building

❑ materials for letters, background, canister *(i.e., wood, plastic, etc.)*
❑ height and width of all letters, figures, logos

❑ color of background, letters, canister *(maximum of three colors, unless registered/copyright logo then four colors are allowed)*
❑ illumination for the sign *(i.e., interior, exterior, or none and means of illumination)*
❑ lines of text and letter style as it will appear on the sign *(i.e., name should be dominant feature)*

❑   An elevation drawing for a monument sign must show height of sign from ground level, dimensions of supporting structure.

Following is an example of an elevation drawing of the building showing the sign placement

On Building   **Monument**
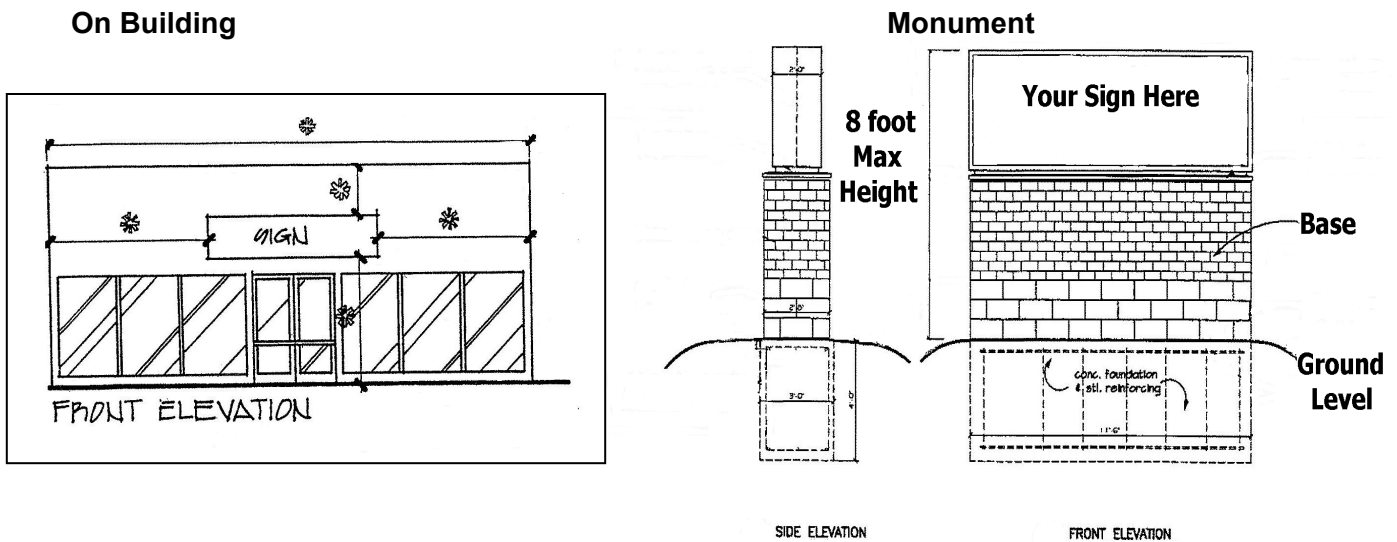
❑   A plan view *(looking down onto the site)* to scale, showing the building on the parcel and the location of the sign(s) on the building. A north arrow and scale, if applicable, should be included.
❑   A plan view for a monument sign must show the distance from the property lines, buildings, structures, planters, access points, as well as the required landscaping.

Following is an example of a plan view showing the location of the sign(s) on the parcel