



**City of Los Banos**  
Planning Department  
520 J Street  
Los Banos, CA 93635  
Phone: (209) 827-7000 Ext 118  
Fax: (209) 827-8059

## **Master Signage Plan Submittal Requirements**

- 1. Completed Application
  - a. If the applicant is not the property owner(s), the property owner(s) shall designate the applicant as the authorized agent to act on his or her behalf by way of a signed, dated and notarized statement and both (or all) shall sign the application.
- 2. Fee as listed on Fee Schedule
- 3. Cost Recovery Contract
- 4. Site photos showing site and signage and surrounding properties and signage (labeled clearly)
- 5. Signage Plan – drawn to a scale of no larger than 1” = 40’ to show the following details:
  - a. All free-standing signs and wall signs shown on the building elevations, sign sizes and heights identified and provide photographs of existing signs on the subject property.
  - b. Assessor’s parcel numbers
  - c. Address (if known)
  - d. Gross and net size of property
  - e. Location and dimensions of any buildings on site
  - f. Location and dimensions of streets, alleys, highways or roads adjacent to the project site as well as driveway locations and internal access
  - g. Line of site diagram from public and private streets, alleys, highways and Driveways
  - h. North arrow and date
- 6. Signage guideline statement
- 7. Allowable building signage statement
- 8. Electronic Package of Entire Submittal on CD

**FOR YOUR INFORMATION:** Staff may deem additional submittal information necessary to adequately analyze the project, complete environmental review or make recommendations to the Elected or Appointed Officials.