



Community & Economic
Development Department
520 J St.
Los Banos, CA 93635
Phone: (209) 827-7000 ext. 2431
www.losbanos.org

MASTER SIGNAGE PLAN SUBMITTAL REQUIREMENTS

- ☐ Completed Application
 - 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.
- ☐ Fee as listed on Fee Schedule
- ☐ Cost Recovery Contract
- ☐ Site photos showing site and signage and surrounding properties and signage (labeled clearly)
- ☐ Signage Plan – drawn to a scale of no larger than 1" = 40' to show the following details:
 - 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.
 - Assessor's parcel numbers
 - Address (if known)
 - Gross and net size of property
 - Location and dimensions of any buildings on site
 - Location and dimensions of streets, alleys, highways or roads adjacent to the project site as well as driveway locations and internal access
 - Line of site diagram from public and private streets, alleys, highways and driveways
 - North arrow and date
- ☐ Signage guideline statement
- ☐ Allowable building signage statement
- ☐ Electronic copy of full submittal on USB drive

Note: Staff may deem additional submittal information necessary such as a noise study, biological assessment, parking study, drainage report, arborist report, sight line analysis, infrastructure calculations, or master plans to adequately analyze the project, complete environmental review, or make recommendations to Elected or Appointed Officials.