

ONE STAGE REVIEW

An appointment is required to submit this application. Please call the following planner, _____ at (818) _____ to schedule your appointment. **“Walk-in” applications will not be accepted.**

1. SITE PLAN -

One (1) site plan, at no less than 1/16" scale with:

- Location of existing and proposed development in relation to property lines;
- Lot dimensions;
- Adjacent parking areas, malls, pedestrian ways, streets and alleys;
- Location of all existing and proposed signs on the building and site.
- Identify all signs that have sign permits and those that do not.

2. **ADJOINING DEVELOPMENT** - Location of building footprints on all properties adjoining the subject property. Prints of building footprints may be obtained from the Public Works, Engineering Section located at 633 E. Broadway, Room 204.

3. **BUILDING ELEVATIONS** - One (1) set of fully dimensioned colored elevation views of all sides drawn to a minimum scale of 1/4" with specifications of all exterior materials, and color reference names and numbers, and existing and proposed signs. Show height of sign above the ground.

4. PHOTOGRAPHS –

- One (1) set of color 4" by 6" 35mm or digital photographs of all sides of the subject property, including all existing signs;
- The front of all structures on adjoining properties;
- Any adjoining properties.
- Photographs must be labeled by street address and located (by notation) on vicinity map.

5. **VICINITY AND PHOTOGRAPHIC SURVEY MAP** - One (1) 8 1/2" by 11" vicinity map at a minimum scale of 1" = 100'. Prints must be copied from official city base maps, which may be obtained from the Public Works, Engineering Section located at 633 E. Broadway, Room 204. Identify the subject property. Use map to key the photographs of adjacent properties.

6. **REDUCTIONS** - Seven (7) folded reduced sized black line copies (11" by 17") of site plan and colored elevations.

7. GENERAL DESIGN SPECIFICATIONS – Indicate the following:

- Types of materials;
- Sign finishes and colors;
- Method of illumination (if applicable);
- Exact dimensions of all existing and proposed signs and structures (including banners, pennants and flags when part of a Sign Program);
- Method of construction and attachment, and the wording of the sign.

8. **DESIGN GUIDELINES AND STANDARDS** - Describe on a typed 8 1/2" by 11" sheet of paper compliance with the following Planning Division documents as applicable: Comprehensive Design Guidelines and adopted Community Plans. In addition, compatibility with other signs on the site, and compliance with the sign program/mural design guideline standards/requirements listed in Section 30.16.840 and 30.128.370 of the Glendale Municipal Code.

9. **MAILING LABELS** - The applicant must submit certified public notice mailing labels for all owners of real property as shown on the latest County Assessor equalized assessment roll within a 500 foot radius of the exterior boundaries of the real property that is the subject of the meeting. Ownership data shall be prepared on typed self-adhesive mailing labels. (A photocopy duplicate must also be submitted). See mailing label and site posting handout for more information.

10. ENVIRONMENTAL DOCUMENTATION

11. **ELECTRONIC MEDIA**- Please submit on CD or DVD all exhibits and applications being included in this submittal, in either .PDF or .JPEG format.

12. COMPLETED APPLICATION FORM

13. COMPLETED CONFLICT OF INTEREST STATEMENT

14. FILING FEE - \$ _____

Note:

- A. All drawings area to be black line, a minimum of 20" by 30" or a maximum of 24" by 36", and rolled. Mounted plans will not be accepted.
- B. The Design Review Board approves the design of projects only. Approval of a project by the Design Review Board does not constitute an approval or compliance with the Zoning Code and/or Building Code regulations.

PLEASE LABEL ALL EXHIBITS - ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED