



CITY OF CARPINTERIA  
5775 CARPINTERIA AVENUE  
CARPINTERIA, CA 93013  
(805) 684-5405

Date _____
Case # _____
APN _____
Rel. Case _____

**COMMUNITY DEVELOPMENT DEPARTMENT  
APPLICATION FOR SIGN APPROVAL**

Address of Property \_\_\_\_\_ Zone: \_\_\_\_\_  
Type of Business \_\_\_\_\_ Sign Program: Yes \_\_\_ No \_\_\_  
Name of Business \_\_\_\_\_ Phone \_\_\_\_\_  
Business Owner \_\_\_\_\_ Phone \_\_\_\_\_  
Type(s) of Sign(s) Requested \_\_\_\_\_



Applicant/Agent _____	Property Owner _____
Signature _____	Signature _____
Address _____	Address _____
City/State _____	City/State _____
Phone _____	Phone _____

**SUBMITTAL CHECKLIST**

*INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED*

- Site plan and elevations showing existing buildings, location and sizes of existing and proposed sign(s).**
- Scale drawing(s) of proposed sign(s) indicating dimensions, style, colors and materials.**
- Material samples if appropriate.**
- Construction details if applicable.**
- Photograph(s) of building showing where sign(s) would be.**
- Eight sets of plans and one reduced copy (8 1/2" X 11") must be submitted if sign will be reviewed by ARB; if not, three sets and one reduced copy are required.**
- If ARB is required, mailing labels are to be submitted as required (see page 2).**

NOTE: The City charges 100% of its processing costs to the applicant.  
Prior to receiving permit, applicant shall reimburse City for all case processing costs.

**\*\*Sign Permit Fee Does Not Include Building Permit Fees, If Needed\*\***



(For Office Use Only)

Fee \$640 Staff/\$1150 ARB Receipt # \_\_\_\_\_ Project # \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_  
Deposit \_\_\_\_\_  
Architectural Review Board Recommendation: \_\_\_\_\_ Date \_\_\_\_\_  
Approved By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Conditions and/or staff comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## MAILING LABELS

- ✓ 3 SETS
- ✓ 300 FT. RADIUS MAP (OWNER) AND 100 FT. RADIUS MAP (OCCUPANT)
  - a. Labels for property owners within 300' radius and occupants within 100' radius and applicable map may be obtained from S.B. County Assessor's Office @ 105 E. Anapamu St., Rm. 204, Santa Barbara, CA 93101, Phone 568-2550 or 568-3264 (Cost is ~ \$50, takes 2-3 days)
  - b. Applicants may have an independent contractor prepare the map and mailing labels. Consistent with the information obtained from the County, three (3) sets of mailing labels, 300 ft. and 100 ft. radius map that shall include the following:
    - The subject parcel should be shaded in color.
    - A 300-foot boundary line drawn around the subject parcel (owners).
    - A 100-foot boundary line drawn around the subject parcel (occupants).
    - Each of the affected parcels shaded in a different color.
    - Parcel numbers on the affected parcels.
    - A scale
    - A north arrow
    - The name, address and phone number of the person preparing and certifying the map
    - All of the above information to be on 11 x 17 size paper
    - Mailing labels shall include the owned or occupied parcel for which the label refers to.
    - Mailing labels identifying the current property owner on the most current Tax Assessor's Roll (not older than 30 days) AND Certification that the mailing labels are the most current available.
- ✓ 5 SETS OF LABELS ADDRESSED TO THE PROPERTY OWNER, THE APPLICANT AND THE PROJECT AGENT.