

REQUIRED APPLICATION MATERIALS— SIGN PERMIT

*Please provide the following items for the City of Mountain View to review.
Incomplete application packages may not be accepted.*

1. A COMPLETED APPLICATION FORM

One copy of a completed, signed Planning Application, including the property owner's signature or letter from property owner authorizing agent signature.

2. FEES (SEE FEE SCHEDULE)

**3. WRITTEN PROJECT DESCRIPTION—
DESIGN INTENT NARRATIVE**

A summary of the project proposal should include such things as the project proposal, the design concept, the relation to existing conditions on and off the site and existing and proposed uses (hours of operation, number of employees and customers, if applicable). Also, discuss what the existing and proposed uses are and the purpose of the proposed changes, if applicable. A discussion of materials, colors and sustainable aspects and construction methods to be used is also required.

4. PHOTOGRAPHIC DISPLAY OF BUILDING

A. Vicinity Map

- Small schematic map showing the location of the site within the City (1/2-mile radius).

B. Project Information: Provide the following project data on the cover sheet or the site plan in addition to submitting project statistics checklist:

- Zoning
 APN

- Dimensional Property Lines
 Lot Area
 Location of Sign(s)
 North Arrow
 Scale and Graphic Scale

C. Elevations

- (1) Illustrations, photos or sketches to convey proposed location, design and colors, architectural character and massing.
(2) Height of sign to top and bottom of sign.
(3) Dimensions of sign.
(4) Proposed sign area.
(5) Existing sign area.
(6) Proposed sign materials.
(7) Mounting details.

D. Colors and Materials:

- Conceptual colored rendering showing accurately how color and materials will be used for the sign.

Please note that staff may require additional information if deemed necessary.