760 Mattie Road, Pismo Beach, CA 93449
(805) 773-4658 | PismoBeach.org

COMMUNITY DEVELOPMENT DEPARTMENT - PLANNING DIVISION
SUBMITTAL CHECKLIST – FACTORY OUTLET

SIGN PERMIT CHECKLIST AND SUPPLEMENTAL INFORMATION

We accept application materials in digital format but may request hard copies of documents and plans as necessary for review and processing. Digital files must be in PDF format, and in a resolution appropriate to support digital review of all plan and map details. Digital submittals must be submitted through our Online Portal.

SUBMITTAL REQUIREMENTS

The following items must be submitted as part of the project submittal:

- ☐ Completed Land Use Application Form
- ☐ Application Fee (Schedule of Fees is available on our City's website)
- ☐ Digital copy of the plans uploaded to the Online Portal.
- ☐ Plans including:
  - Site plan showing tenant space location
  - Front elevation showing height and width of storefront and location of signs
  - Sign details:
    - Copy
    - Dimensions
    - Colors
    - Materials
    - Method of attachment
    - Illumination
  - Any existing signage, noting whether it is to remain or be removed
  - Approval from Factory Outlet Center management

Exhibit A

Name of business: _____
Width of storefront: _____
Height of storefront: _____ H x W = _____
Maximum allowable sign area, based on City sign standards: _____

Sign no. _____ Fascia sign: one permitted

Copy: _____

Lettering:
____Individual channel letters, stroke minimum 1 ½ inches
____Only trade name; no brand names of products
____Face: acrylic, 1/8" min. thickness
____Surrounds and trim a single color
____Letter cabinet frame painted (semi gloss) aluminum
____Internal illumination 30 milli-amp neon (EGL 13mm #6500 Snow White Neon)

Mounting:
____On a 3" deep X 9" high raceway to be attached to building fascia and painted to match mounting surface

Permitted:	**Proposed**	**Complies?**
Logos not permitted without written approval of management. When approved, they are included in the sign area.		
Sign area maximum: 50% of store width 24" in height		

Sign no. _____ Under-canopy tab sign: One permitted

Copy: _____

Permitted	**Proposed**	**Complies?**
8’ clearance from walk below		
Consistent with installed signs		

Approved:_____Date: _____

Other signs: _____

Exempt signage:

Address numbers: Installed by center management

Entrance signing: gold leaf or decal application, indicating store identification, hours of business, lettering not to exceed two inches in height, total signage not to exceed 144 square inches

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Other: Signs other than those described above must be approved by the center management and must be within the City’s sign regulations. Exceptions to sign regulations standards require approval by the Planning Commission.