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

COMMUNITY DEVELOPMENT DEPARTMENT - PLANNING DIVISION
SUBMITTAL CHECKLIST – PACIFIC COAST PLAZA (OSH)

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 Pacific Coast management

Exhibit A

Name of business: _____
Width of storefront: _____
Height of storefront: _____ H x W = _____
Dimensions of any other walls to be used for signage:
Side: H x W _____
Rear: H x W _____
Maximum allowable sign area, based on City sign standards: _____
Total number of signs permitted: 3

Sign no. _____ Primary sign: one permitted; to be installed on front elevation of business

Copy: _____

Lettering:
____Individual channel letters
____Only trade name; no brand names of products
____Face: acrylic, red (Standard Red #209)
____Surrounds and trim: White letter edges, gold trim cap
____Internal illumination 30 milli-amp neon
____Lettering style: Helvetica bold (or stylized letters with landlord approval)

Mounting:
____On an exposed raceway to be attached to building fascia and painted to match mounting surface

Permitted:	**Proposed**	**Complies?**
Logo area maximum: 2’ x 2’ (construction same as letters, included in total sign area)		
Sign area maximum (incl. any logo): 2’ x 15’ but not to exceed sign area allowed by City 24” in height		

Sign no. _____ Secondary sign: may be installed on side or rear elevations of buildings E, G, H, and I only.

Copy: _____

Permitted	**Proposed**	**Complies?**
Logo area maximum: 2’ x 2’ (construction same as letters, included in total sign area)		
Sign area maximum (incl. any logo): 2’ x 15’ but not to exceed sign area allowed by City 24” in height		

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.