



CITY OF DANA POINT

COMMUNITY DEVELOPMENT DEPARTMENT
33282 Golden Lantern, Suite 209
Dana Point, CA 92629
(949) 248-3564 | www.danapoint.org

SIGN PROGRAM APPLICATION CHECKLIST

OFFICE USE ONLY:

PLANNER SIGNATURE: _____
DATE: _____

PLANNING DIVISION

SIGN PROGRAM APPLICATION CHECKLIST

PROJECT: _____

The intent of the City's Sign Program is to integrate signs with building and landscape design into a unified architectural statement. Sign programs may also be used to consider signage alternatives for developments which have unique tenant visibility problems, such as obscured lease space or complex access patterns.

A Sign Program is required for any new or upgrading center with two or more tenants on a site; for any new or upgrading single enterprise which proposes three or more signs on a site; for any new multiple-unit residential project (attached or detached) which proposes two or more signs on the project site; or for any sign proposal deemed necessary by the Director of Community Development and in the interest of the public health, safety and general welfare. A Sign Program is subject to Planning Commission review for the design, placement, size, content, and compatibility of proposed signage.

The Community Development Department cannot consider an application that is incomplete or incorrectly prepared. Particular attention should be given to the preparation of the Site Plans, Floor Plans, & Elevations. Both existing and proposed conditions must be shown. ***The applicant or agent must electronically submit all required plans and exhibits to eTRAKiT.***

☐ A STAFF PLANNER MUST SIGN & DATE ABOVE AND CHECK (X) THE APPROPRIATE BOXES BELOW BASED ON THE SCOPE OF WORK PROPOSED FOR EACH DISTINCT APPLICATION(S).

A. ITEMS REQUIRED FOR FILING:

- ☐ **1. Completed Project Information Packet:** Submitted electronically as an attachment to eTRAKiT.
 - ☐ Land Use Fact Sheet
 - ☐ Justification Statement
 - ☐ Environmental Assessment Form
- ☐ **2. Sign Program Justification Letter:** Submitted electronically as an attachment to eTRAKiT.
 - ☐ Letter of justification delineating how the proposed Sign Program is consistent with the intent of [Section 9.37.070](#), *Sign Programs*.
- ☐ **3. Processing Fees Paid:**
 - ☐ Application processing fee of \$3,358.00
 - ☐ Environmental Assessment fee of \$50.00 (*Separate Check-Made Payable to County of Orange*)
 - ☐ _____
- ☐ **4. Legal Description of Property:** Submitted electronically as an attachment to eTRAKiT.
 - ☐ Provide one electronic copy of recorded grant deed if property is not located in a recorded tract, where parcels are lot(s) in a recorded tract, the information may be noted on the plot plan by Tract and Lot Number

- ☐ Provide a copy of a recent (*within six months of the submittal date*) preliminary title report for all property in which development is proposed
- ☐ **5. Sign Program (Required Features): Submitted electronically as an attachment to eTRAKiT.**

(All signage Existing and Proposed is required to be shown)

- ☐ Table of Contents
 - ☐ Project Description/Scope of Work
 - ☐ Signage Design Criteria
 - ☐ Allowed Signage Area(s)
 - ☐ Precise Signage Location Plan and Dimensions
 - ☐ General Sign Design Guidelines: Materials, Colors, Method of Illumination (electrical details), Letter Type/Style/Height, Quantities, Proposed Copy, Construction/Fabrication Requirements, Installation Guidelines and Procedures, Method of Attachment, Prohibited Sign Types (this must be consistent with Dana Point Zoning Code at a minimum)
 - ☐ Definition of Type of Signage Proposed. All Sign Types shall be identified within the Sign Program such as: Building Identification, Tenant Identification, Wayfinding/Directional, Window Graphics, Menu Board, Fuel Price Information, Parking Lot/Garage, Overhead Clearance Bars, Temporary/Banner, etc. (in accordance with DPZC)
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- ☐ **6. Site Plan: Submitted electronically as an attachment to eTRAKiT.**

(Fully dimensioned, drawn to scale, containing the following information)

Title Sheet:

- ☐ Sheet Index
- ☐ Title Block (name and address or property owner of record)
- ☐ Contact Information (All Parties)
- ☐ Site Address
- ☐ Zoning
- ☐ Existing and Proposed Sign Square Footage

Signage Plan:

- ☐ Scale, north arrow, and date prepared
- ☐ Location of all Existing and Proposed Signage
- ☐ Sign Area
- ☐ Dimensions
- ☐ Colors
- ☐ Materials
- ☐ Letter Style
- ☐ Letter Height
- ☐ Method of Illumination
- ☐ Identification of Type of Signage (e.g., center identification signage or tenant signage)

Elevations & Sections:

- ☐ Provide views of all building elevations with sign area and location depicted
- ☐ Indicate maximum height limit and proposed height on elevations as measured from structure low point
- ☐ Height dimensioned from structure low point (Refer to [DPZC Sec 9.05.110](#))
- ☐ Height dimensioned above grade of all floors, eaves, and ridges

- ☐ Elevations shall be to a scale of either 1":8' or 1":4', or other scale appropriate to the project

☐ _____.

☐ **7. Additional Materials: Submitted electronically as an attachment to eTRAKiT.**

- ☐ Documentation of most recent HOA Review
- ☐ Electronic or Physical Materials Board (8 ½ x 11 format minimum)
(Specifications and samples of type, color, and texture of proposed construction materials)

☐ **8. Photographic log of existing conditions: Submitted electronically as an attachment to eTRAKiT.**

- ☐ Front elevation of project site
- ☐ Front elevation of the properties adjacent to the project site
- ☐ Front elevation of properties directly across the street from subject property
- ☐ Side elevations to properties adjacent to the subject property
- ☐ Rear elevation of project site

B. NOTICE TO APPLICANTS:

1. To file an application, the applicant or his agent needs to submit the above noted application materials to the City's eTRAKiT portal. After a Staff Planner has briefly reviewed the plans and application to assure all the basic items are included and in requested format, and the fees have been paid, the project will be deemed filed.

2. Once filed, the project will be assigned to one of the City of Dana Point's Planners. The assigned Planner will be responsible for managing the City's review of the proposed project.

3. Acceptance of the electronically submitted application by the City does not represent a complete application. California Government Code Section 65943 provides for 30 days in which the City can review the application and determine completeness. The applicant will be provided with a notification during this time period stating whether the application is complete or that additional items are necessary.

4. It is recommended that the applicant, representative, or property owner be present at all hearings.

5. All correspondence and reports will be provided to the project applicant/authorized agent only.

6. Deficiencies and Refunds. The following provisions apply when full payment has not been made for an application or when an application is withdrawn:

- If any application is withdrawn, as provided in Section **9.61.070**, **within** 30 days from the date the application is filed, but prior to the publication of the notice of hearing, the City shall refund 50% of the fees paid.
- If any application is withdrawn, as provided in Section **9.61.070** **after** 30 days from the date the application is filed, but prior to the publication of the notice of hearing, the City shall refund 25% of the fees paid.
- No refund shall be made after the notice of public hearing has been published.
- If the application fee is a deposit based on an hourly rate, the refund will be the difference between the time expended by the City and the amount of the deposit.

7. For any questions regarding the above, please call the Planning Division at (949) 248-3564.