



City of Carpinteria Sign Permit Application

Planning Division • 5775 Carpinteria Avenue, Carpinteria, CA 93013 • (805) 684-5405

Address of Property _____

APN: _____

Type of Business _____

Sign Program: Yes ☐ No ☐

Name of Business _____

Phone _____

Business Owner _____

Phone _____

Types of Signs Requested (including quantities and sign size):

Applicant / Agent _____

Property Owner _____

Signature _____

Signature _____

Address _____

Address _____

City / State _____

City / State _____

Phone _____

Phone _____

Email _____

Email _____

SUBMITTAL REQUIREMENTS: The application packet can be submitted at City Hall or mailed to the Community Development Department with the payment. 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.
 - ☐ Include construction details and/or material samples if applicable.
 - ☐ Photograph(s) of building showing where sign(s) would be.
- ☐ 2 printed plan sets are required with the initial submittal (additional copies may be requested)
- ☐ 1 digital plan set emailed to MarysolS@carpinteriaca.gov
- ☐ If evaluation by the Architectural Review Board (ARB) is required: mailing labels must be submitted (refer to the attached instructions). 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.
- ☐ A Building Permit application may also be required and the application can be submitted at the same time as this application. The Sign Permit application fee / deposit excludes the Building Permit fees.

-- For Office Use Only --

Staff Review Fee **\$ 670** or ARB Review **\$ 2,500** Deposit (Receipt # _____)

Project # _____ Related Project # _____ Zone District _____

Architectural Review Board Recommendation: _____ Date _____

Community Development Director Approval: _____ Date _____

Conditions and/or staff comments:

MAILING LABELS

- ☐ 3 SETS 300 foot radius map (owners) AND minimum 100 foot radius map (occupant)
 - a. Labels for property owners within 300' radius and occupants within a minimum 100' radius and the radius map may be ordered online from the Santa Barbara County Assessor's Office:
 - Select "Radius Request": <https://tinyurl.com/56raf3ad>
 - Fill out the online form completely
 - Follow the "self-service" link for secure online payment (take note of the payment order number and enter it into the form where indicated prior to submitting)
 - The cost for this service starts at approximately \$88 per subject parcel.
 - For questions, please call the County Assessor's Mapping Department at (805) 568-3264 or their main line at (805) 568-2550. Their office is located at 105 E. Anapamu St., Room 204, Santa Barbara, CA 93101.
 - b. Applicants may have an independent contractor prepare the mailing labels and the radius map. Consistent with the information required from the County, three (3) sets of mailing labels and the 300 foot and minimum 100 foot radius map 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.
- ☐ 1 SHEET OF LABELS ADDRESSED SEPARATELY TO THE PROPERTY OWNER, THE APPLICANT AND THE PROJECT AGENT.