



SIGN REVIEW SUBMITTAL REQUIREMENTS

APPLICATION & FILING FEE

1. Completed General Application form.
2. Filing fee: \$_____

Make checks payable to the City of Los Altos. Fees are not refundable.

DRAWINGS

Provide Four (4) copies with the following information (1/4" = 1' minimum scale):

1. **Plot Plan** – clearly indicating the following:
 - Assessor's Parcel Number
 - Property lines
 - Footprint of buildings with tenant space outlined
 - Individual business frontage
 - Driveway locations on site and on adjacent properties (freestanding sign only)
 - Sign location(s)
2. **Sign Detail**
 - Dimensions
 - Letter size
 - Color
 - Material
 - Illumination
3. **Sign/Letter Cross Section**
4. **Building Elevation** – showing location of sign on building
5. **Color and Materials samples**