Planning Application Guide: "Sign Permit or Sign Program" (SGN) Application

Planning applications can be submitted online through Accela Citizen Access (ACA) found on the City website under the tab "Services" → "Licenses & Permits" → "Case Status Lookup".

> IMPORTANT NOTE: Use this procedure for BRAND NEW APPLICATIONS ONLY. Do not use this procedure if you are resubmitting an application or applying for different approval for the same project (e.g. the project requires both Architectural Board of Review and Planning Commission review. You've previously applied for the ABR review and have a record number of PLN2020-12345. Now you are applying for the PC review.) Use the Resubmittal Procedure Guide for those types of applications.

1. Log into the ACA website using your ACA **user name** and **password**. Click **Login**.
   (If you don't have a user account, register by clicking on one of the links circled in blue below.)

2. Click on the **Planning** tab and then select **Create an Application**.

3. Read the "General Disclaimer" and, if you agree, click the **check box** next to "I have read and accepted the above terms." and click **Continue Application**.

4. Select an application type. For a SGN case, click on the small triangle next to **Planning Sign Permit or Sign Program** to expand the selection and click the **radio button** (the small circle) next to "Sign Permit or Sign Program" to select it. Then click **Continue Application**.

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5. <u>Step 1: Location Information</u>: Complete the **Street No.** and **Street Name** fields and click **Search**. When the parcel is found the full address and Parcel Number will fill in automatically (alternatively, search by the parcel number, and the address will fill in automatically). Click **Continue Application**. *(If entering the parcel number instead of the street address, be sure to enter the 9 digit number as shown and click "Search" below the parcel number.)*

Sign Permit or Sign Program

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Step 1:Location Information >Address and Parcel
Find the property by doing one of the following:

o Use the map (Click on, "Show Map." When you have found the property, click "Use Location," to start the application process. There is no wildcard character when using the Search box in the map).

o Look up the Address or Assessor Parcel Number (APN), and click on the, "Search," Button. The wildcard character is "%," for the Address and Prcel searches. If multiple choices appear, pick the correct address, scroll dow, and click, "Select."

Show Map

*indicates a required field.

Address

If you search by Address, the Parcel will fill in automatically.

*Street No.:	Direction:	*Street Name:	Street Type:
63D	--Select--	GARDEN	St

Unit Type: --Select--   Unit No.:

City:	State:	Zip:
SANTA BARBARA	CA	9310D1

These fields fill in automatically when the street address is provided.

Search   Clear

⚠ A notice was added to this work location on 11/11/2004.
Condition: Demolition Review Study Area   Severity: Notice
Total Conditions: 8 (Notice: 8)

View additional details

Parcel

If you search by Parcel, the Address will fill in automatically.

*Parcel Number:
D31-16D-D15

This field fills in automatically when the street address is provided.

Search   Clear

Owner

The Owner information comes to the City from the County Assessor's Office, and is not available for viewing until the record has been submitted.

Please note that if the Owner would like to access information about this record online, we recommend that you:
1. Stop this application process;
2. Register the Owner for an online account;
3. Re-start the application process; and
4. Add the Owner as a contact for this record on the next page, using the "Lookup," option.

If you would like to add the Owner as a contact after the record has been created, please contact Planning Counter staff at (805) 564-5578.

Save and resume later   Continue Application

6. <u>Step 2: People Information</u>: Click **Select from Account** in the **Applicant** section to allow you to track and process the application. Follow the prompts to confirm your information. Every application must have an Applicant (who is not necessarily the property owner).
You may add **Licensed Professionals** (or any contacts) using the **Look Up** button now (or **Add New** if they are not found via Look Up). You can add additional contacts after your application is submitted, as well.

Planning General

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Step 2: People Information > Applicant and Contacts

* indicates a required field.

Applicant

The "Applicant" is primary contact for the application.

If you are the Applicant (main point of contact for this project), use the "Select from Account" button to add your contact information.

If you are not the Applicant, use the "Look Up" button to find the Applicant. The Applicant must be a registered online user.

Select from Account   **Look Up**

Licensed Professional List

List licensed applicant team members, such as architects, engineers and contractors here. If they are already in the City's database, click "Look Up."

List all non-licensed team members in the contacts section below.

Add New   **Look Up**

Showing 0-0 of 0

	License Number	License Type	Contact Name	Business Name	Action
No records found.					

Contact List

You may enter multiple additional contacts.

If you are not the property owner, please enter the Owner as a contact.

Please note that email addresses are required, as email is the primary method of contact for applications.

Select from Account   **Add New**   **Look Up**

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Primary Phone	Mobile Phone	E-mail	Action
No records found.						

Save and resume later   **Continue Application**

7. <u>Step 2: People Information</u>: Once you have completed adding your contacts, review to make sure the information is correct (if incorrect, update in your ACA account) and click **Continue Application**.

Sign Permit or Sign Program

1 Location Information	2 People Information	3 Application Detail	4 Documents	5 Review	6	7

Step 2: People Information > Applicant and Contacts

^ indicates a required field.

Applicant

The "Applicant" is the primary contact for the application.

If you are the Applicant (main point of contact for this project), use the "Select from Account" button to add your contact information.

If you are not the Applicant, use the "Look Up" button to find the Applicant. The Applicant must be a registered online user.

✔

Contact added successfully. Please review your contact information. If it is incorrect, you cannot edit it here. We recommend that you click on the, "Save and resume later," button, edit your account information, then resume the application process.

Applicant Name
Email
Phone 1
Phone 2

▼ Contact Addresses

Add Contact Address

To edit a contact address, click the address link.

Showing 1-1 of 1

	Address Type	Address	Action
	Home	Applicant Address	Actions ▼

Licensed Professional List

List licensed applicant team members, such as architects, engineers and contractors, here. If they are already in the City's database, click, "Look Up."

List all non-licensed team members in the contacts section below.

Add New   **Look Up**

Showing 0-0 of 0

	License Number	License Type	Contact Name	Business Name	Action
No records found.					

Contact List

You may enter multiple additional contacts.

If you are not the property owner, please enter the Owner as a contact.

Please note that email addresses are required, as email is the primary method of contact for applications.

Select from Account   **Add New**   **Look Up**

Showing 0-0 of 0

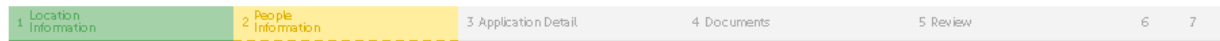| Full Name	Business Name	Contact Type	Primary Phone	Mobile Phone	E-mail	Action
No records found.						

Save and resume later   **Continue Application**

8. Step 3: Application Detail > Project Descriptions: Enter the **Project Description** with as much detail as possible (see example) and click **Continue Application**.

Sign Permit or Sign Program

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Step 3:Application Detail>Project Description
Please fill in the fields below to the best of your knowledge.

* indicates a required field.

Project Description

Please provide a detailed description of the proposed sign(s) below.

Example:
Proposal includes the removal and replacement of all existing signs on the building: two wall signs of 18.6 square feet each, two hanging signs of 4 square feet each, four glass lettering signs of 1.35 square feet each, and a 7.55 square foot wall sign. Existing illumination for one wall sign would be retained. Total sign area will be 58.1 square feet. The allowable signage is 90.00 square feet. The project is located in the El Pueblo Viejo Landmark District.

Project Description:

Detailed project description here.

[Save and resume later]   [Continue Application]

9. Step 3: Application Detail > Sign Information: Enter as much detail about the signage as possible here. You may add more detail in **Special Requests or Instructions**. Click **Continue Application**.

Sign Permit or Sign Program

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Step 3:Application Detail>Sign Information

* indicates a required field.

General Sign Information

Fill in the fields to the best of your knowledge. Staff will correct any errors.

GENERAL

Field	Value
*Type of Sign Review:	Sign Permit
Building Frontage Length:	50
Which Floor:	Ground Floor
Are you requesting an Exception to a sign regulation?:	No
Does a Sign Program Exist on the Property:	No
Is the property in the El Pueblo Viejo landmark district?:	● Yes ○ No
Existing, Approved Signage to Remain Unaltered (sq. ft.):	0
Requested Signage (sq. ft.):	15
Total Signage (sq. ft.):	15
Notes, Special Requests or Special Instructions:	Special instructions here.

[Save and resume later]   [Continue Application]

10. Step 3: Application Detail > Signs to Remain: Click **Click Here to Add 1 Row** or the **dropdown arrow** next to it to add multiple rows. You will provide statistics in each row about each sign.

The following dialog box will open. Provide the requested information for each sign. (Note: the "Area (sq. ft.)" will calculate automatically once the height and length are provided.) Click **Submit**.

11. Step 3: Application Detail > Signs to Remain: Review the sign information. If you need to make a correction, click on **Actions** to the right and select **Edit**. Click **Continue Application** once you are done.

12. Step 3: Application Detail > Proposed Signs: Next, provide the same information for the new, proposed signs. Click **Click Here to Add 1 Row** or the **dropdown arrow** next to it to add multiple rows.
    The following dialog box will open. Provide the requested information for each sign. (Again: the "Area (sq. ft.)" will calculate automatically once the height and length are provided.) Click **Submit**.

Review the sign information. Again, if you need to make a correction, click on Actions to the right and select Edit. Click **Continue Application** once you are done.

13. Step 3: Application Detail > Sign Program Info: Complete this section only if your sign application is for a "program": signage for a commercial or industrial complex with four our more tenants.

14. Step 4: Documents > Upload: Click **Add** to add your application documents as PDFs (even images). Please group all pages of each document in one pdf and not as individual pages!

> *Note: Be sure to name your files following the required naming convention <u>before</u> you upload them, as it is not possible to change the file name later!*

Sign Permit or Sign Program

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Step 4: Documents > Upload

Add all documentation that is required in the Sign Submittal Packet.

Examples of required documentation include: site plans, floor plans, elevations, photos, and materials samples*.

*Please be advised that you will need to physically submit the actual material samples, in addition to any scanned or photographed material samples that you upload here.

* indicates a required field.

Attachment

Please use separate, multi-page PDFs for each uploaded document. For example, all sheets of the plan set should be in a single, multi-page PDF, and all sheets of the applicant letter should be in a separate, multi-page PDF.

Minimum document resolution: 300 dpi x 300 dpi.
Useful Hyperlinks:

Sign Submittal Packet

Planning Handout Webpage

IMPORTANT: Please re-name the documents on your system to match the naming convention (NEED DOCUMENT STANDARDS HYPERLINKED HERE) prior to uploading them, as you can't change the name once you're in the upload process.

The maximum file size allowed is 1000 MB.
html;htm;mht;mhtml;exe;bat;cmd are disallowed file types to upload.

Name	Type	Size	Description	Document Status	Status Date	Upload Date	Action
No records found.							

Add

Save and resume later   **Continue Application**

15. Click **Add** again.

Examples of required documentation include: Master Application form, site plans, floor plans, elevations, photos, aerial photos, letters, reports from specialists such as arborists or historians, etc.

* indicates a required field.

Submit Documents

Upload all required documentation, such as :

1. Application submittal packets,
2. Owner Authorization Form or Master Application
3. Applications checklists,
4. Site plans, floor plans, and elevations,
5. Photos, including aerial photos,
6. Letters,
7. Reports from specialists such as arborists or historians,
8. Other required or helpful documentation.

Please use separate, multi-page PDFs for each up[...]single, multi-page PDF, and all sheets of the applicant letter should be in a separate, multi-pag[...]

Minimum document resolution: 300 dpi x 300 dp[...]

Here are hyperlinks to application submittal packe[...]

Design Review Submittal Packet

Modification & Performance Standard Permit Subr[...]

Development Application Review Team Submitta[...]

Planning Handouts Webpage

IMPORTANT: Please re-name the documents on your system to match the naming convention (NEED DOCUMENT STANDARDS HYPERLINKED HERE) prior to uploading

File Upload   ×

The maximum file size allowed is 1000 MB.
html;htm;mht;mhtml;exe;bat;cmd are disallowed file types to upload.

2020_04_10_MasterApplication.pdf   100%

Continue   **Add**   **Remove All**   Cancel

Your computer's file system will appear. Navigate to the documents that you wish to upload. You can highlight multiple documents, and they will upload simultaneously. Click **Open**. The file(s) that you chose in the previous step will upload.
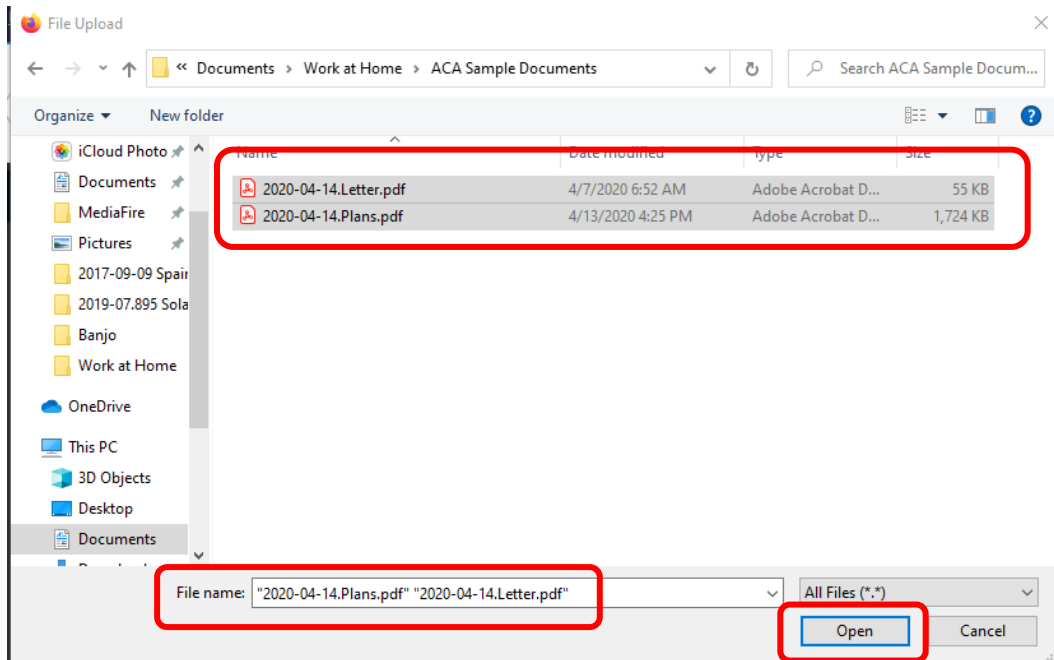
16. Once you've selected your files (more than one can be added at once), click **Continue** to finish adding it to your application.
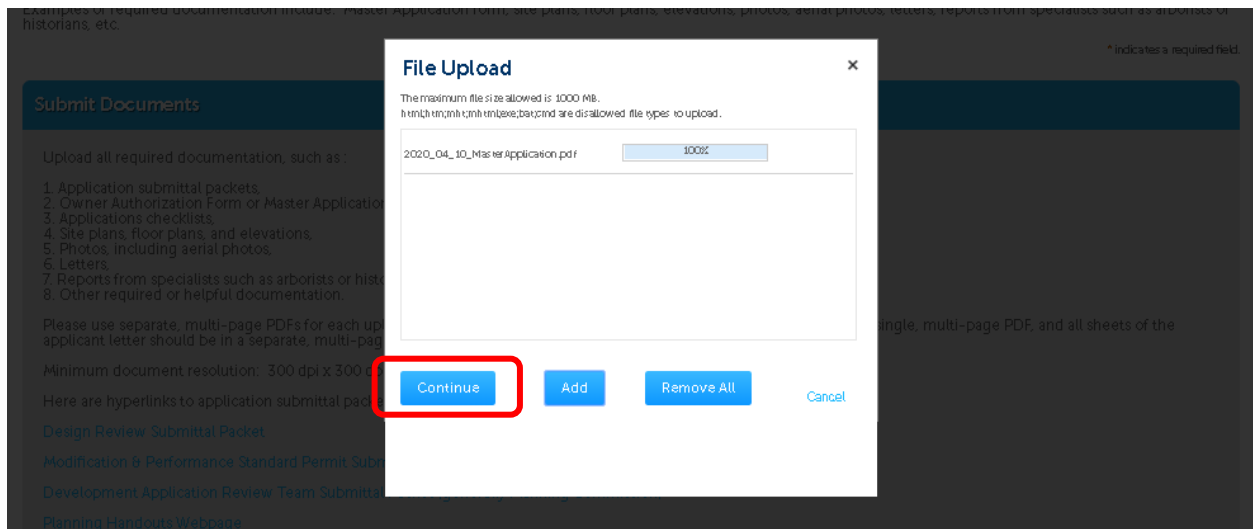
17. Step 4: Documents > Upload: Select the relevant **Document Type** from the dropdown menu. (When selecting a Document Type, pick the item that most closely matches your document. Check the GENERAL types before you use the specific types.) Write a brief **Description** and click **Save**. Click **Add** to add additional documents or **Continue Application** if you are done.

Sign Permit or Sign Program

| 1 | 2 People Information | 3 Application Detail | 4 Documents | 5 Review | 6 Pay Fees | 7 |

Step 4: Documents > Upload

Add all documentation that is required in the Sign Submittal Packet.

Examples of required documentation include: site plans, floor plans, elevations, photos, and materials samples*.

*Please be advised that you will need to physically submit the actual material samples, in addition to any scanned or photographed material samples that you upload here.

*indicates a required field.

Attachment

Please use separate, multi-page PDFs for each uploaded document. For example, all sheets of the plan set should be in a single, multi-page PDF, and all sheets of the applicant letter should be in a separate, multi-page PDF.

Minimum document resolution: 300 dpi x 300 dpi.
Useful Hyperlinks:

Sign Submittal Packet

Planning Handout Webpage

**IMPORTANT:** Please re-name the documents on your system to match the naming convention (NEED DOCUMENT STANDARDS HYPERLINKED HERE) prior to uploading them, as you can't change the name once you're in the upload process.

The maximum file size allowed is 1000 MB.
html;htm;mht;mhtml;exe;bat;cmd are disallowed file types to upload.

Name	Type	Size	Description	Document Status	Status Date	Upload Date	Action
No records found.							

File:
2020_04_10_MasterApplication.pdf
100%

*Document Type: ⓘ
SGN Application Forms ▾

*Description:
Application form.

[Save] [Add] [Remove All]

[Save and resume later]   [Continue Application]

18. <u>Step 5: Review</u>: Review your application. You may click the **Edit** button in each section to change any part of the application (you will have to click back through all the sections to return to the Review screen). Once the application looks accurate, check the **Certification** box at the bottom of the screen and click **Continue Application** at either the top or bottom of the screen.

Sign Permit or Sign Program

| 1 | 2 | 3 Application Detail | 4 Documents | 5 Review | 6 Pay Fees | 7 Record Issuance |

Step 5:Review

Save and resume later

Continue Application

Please review all information below. See Instructions and Warnings for more information

Instructions and Warnings

Click the "Edit" buttons to make changes now, or click the "Save and resume later," button.

Once you are satisfied with your data input, please check the box to agree to the certification at the bottom of the page, then click "Continue Application" to submit the application.

Please review your information carefully, as once you've submitted the application you cannot edit it.
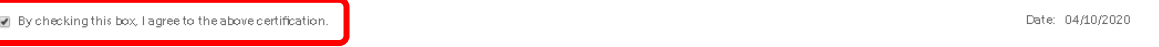
Sign Permit or Sign Program

Address   Edit

630 GARDEN St
SANTA BARBARA CA 93101

Parcel   Edit

Parcel Number: 031-160-015
Adjacent to Potential Historic Structure: -
Air Quality Buffer - 250 Feet from Hwy 101: -
Cultural Resources Monitoring: -
Average Unit Density Priority Housing Overlay: -
Baths: 0
Bedrooms: 0
Central Business District: -
City Dump Lead Notification: -

Name	Type	Size	Description	Document Status	Status Date	Upload Date	Action
2020_04_10_MasterApplication.pdf	GENERAL Application Forms	138.16 KB	Master Application	Uploaded	04/10/2020	04/10/2020	Actions ▼

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☑ By checking this box, I agree to the above certification.   Date: 04/10/2020

Save and resume later   Continue Application

4/15/2020

19. Congratulations, your application has been submitted! This screen provides your record number (circled in red, below). Staff will review your application, and invoice fees. Please save a copy of your application and payment summaries.

| 1 Select item to pay | 2 Payment information | 3 Receipt/Record issuance |

Step 3:Receipt/Record issuance

Receipt

✓ Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

Print/View Summary

630 GARDEN St, SANTA BARBARA CA 93101

SGN2020-00034   View Summary

ⓘ A notice was added to this record on 11/11/2004.
Condition: Demolition Review Study Area   Severity: Notice
Total Conditions: 8 (Notice: 8)

View additional details

Print/View Summary