# Consolidated Design Review Submittal Requirements (Signs, Awnings, Graphics, Minor Projects)

Items on this submittal checklist should be submitted with the application. Incomplete submittals will delay reviews.

Note: Most new signs are reviewed by staff; building identification signs above 75 feet in height require review by the Design Commission at a noticed public hearing.

A. Design & Historic Preservation Master Application Form
- ❑ Please complete all information on the application form.

B. Application fee
- ❑ Application fees are required for all projects. See the adopted fee schedule (viewable at www.cityofpasadena.net/finance/fees_and_tax_schedules) or consult with Design & Historic Preservation staff to determine the amount of the application fee.

C. Scale drawings
- ❑ Elevations and sections showing location of proposed signs and/or awnings and all existing signs and/or awnings on building (or site)

D. Photograph(s)
- ❑ Color photographs of the building and all existing signs and awnings

E. Detail/section drawings
- ❑ Show dimensions & method of sign attachment; for projecting signs, please specify all dimensions of the cabinet.
- ❑ Indicate method of illumination, if applicable

F. Copies of Plans and Elevations (Items C – E)
- ❑ For projects reviewed by staff, submit one set (no larger than 11" by 17") of the plans/elevations. Plans must be legible.
- ❑ For projects reviewed by the Design Commission (e.g., new building identification signs), submit 15 sets (no larger than 11" by 17") of the plans/elevations. Plans must be legible.

G. Material Board (8 ½" X 11" size):
- ❑ Provide samples of all materials, colors, exact typeface to be used; (common materials, such as red acrylic or bronze aluminum do not need to be included on color/material board).
- ❑ Include product sample or catalog cut-sheet of light fixtures if external illumination is proposed