City of Santa Clara
The Center of What's Possible

Community Development Department
Planning Division

Application Checklist - Temporary Signs

Submit all materials and plan sets electronically (in a pdf file) through the online portal. **All materials and plan sets should be submitted as a PDF in an 8.5 x 11 (Letter) format that is searchable.** All plans shall be drawn to scale and completely dimensioned. The following are the minimum items needed for any planning application. Planning staff may request additional materials.

The purpose of this checklist is to satisfy the California Permit Streamlining Act (Government Code § 65920 et seq.)

Submit this checklist and following materials:

I. Application through Permitting Online Portal

- ☐ File an application using the Permit Online Portal.

II. Required Fee

- ☐ Pay the application fees. Consult the current fee schedule.

III. Application Authorization

- ☐ Submit proof of owner authorization

IV. Written Project Description

- ☐ Provide a detailed description of the proposed sign, including:
  - ☐ Duration (not more than 60-days)

IV. Project Plans.

- ☐ **Submit plan sets as a PDF in an 8.5 x 11 (letter) format that is searchable. A full plan set in a single, flattened/compressed PDF not exceeding 300MB in the following manner and with the following information:**
  - ☐ A site plan (indicating quantity and location of signs) and drawings showing sign design (including colors, materials, hardware, and dimensioned size).

Contact Information

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