



## CITY OF DUBLIN

Community Development Department

**SIGN/SITE DEVELOPMENT REVIEW (SIGN/SDR)**  
 **MASTER SIGN PROGRAM/SITE DEVELOPMENT REVIEW (MSP/SDR)**  
PLANNING APPLICATION SUBMITTAL REQUIREMENTS

All applicants should consult with a City Planner to determine which of these submittal requirements will be applicable for the specific project you are submitting, as some of the requirements may not be necessary.

- Planning Application Form** including the address and signatures of Applicant(s) and Property Owner(s).
- Processing Fee Agreement Form**
- Consent Form for Architectural Drawings** for any applications that include the submittal of architectural drawings by a design professional or the owner of the copyright.
- Preliminary Title Report/Property Profile** to document ownership, prepared within three months of application submittal.
- Public Notice Materials**
  1. Reproduced copy of Alameda County Assessor's Parcel map showing the Project parcel(s) outlined in **RED** and a 300-foot radius in **BLUE** drawn from the perimeter of the parcel(s).
  2. An Excel spreadsheet showing all property owners and occupants within 300 feet of the project parcel. The spreadsheet should show the Assessor's Parcel Number, owners' name, situs address, and mailing address.
  3. Applicant is responsible for paying the cost of postage. Cost of postage is calculated: Number of postcards x Current Postage Rate.
- Site Plan** drawn to 1" = 20' scale and fully dimensioned showing proposed location of each sign and proposed setbacks from property lines.
- Sign Elevations** fully dimensioned and drawn to scale showing the following:
  1. Location(s) of proposed sign(s) on the site, if applicable.
  2. Sign area of each sign and total proposed sign area.
  3. Dimensions of each sign (height, width and length including any frame or colored background used to set the sign apart from its background).
  4. Height of lettering for each sign.
  5. Sign type (i.e., wall, freestanding, cabinet type or individual letters).
  6. Sign materials and colors (background and letters).
- Sign Details** including how the sign will be mounted, supported and illuminated (if applicable).
- Colored Rendering of Proposed Signs** drawn to scale and fully dimensioned.
- Sign Inventory** describing all existing signs on the site which are to remain, including the type and accurate dimensions of each sign.
- Color Photographs** of existing signs which are to remain on the site, indexed to the inventory noted above.

- Key Map** indicating locations and directions where photos were taken and indicating location of signs identified in the sign inventory (shown above). Photos, sign inventory and key map locations should be numbered. This information may be shown on the Site Plan (see above).
- Special Information** in such form and number as may be required by the Planning Division.

**For assistance or questions regarding submittal requirements, please contact: Planning Division Staff at (925) 833-6610 or [planningpermits@dublin.ca.gov](mailto:planningpermits@dublin.ca.gov)**