

## CITY OF BRISBANE

### SIGN REVIEW PERMIT APPLICATION CHECKLIST

**SUBMITTAL REQUIREMENTS.** Submittal requirements vary according to whether the application requires Planning Commission, Zoning Administrator or Planning Director approval. For the Planning Commission to thoroughly review a proposal, certain information is required from you, the applicant. You should be aware that incomplete applications will not be placed on the Planning Commission agenda.

#### ALL SIGN PERMIT APPLICATIONS:

- APPLICATION AND FEE - A completed planning application and filing fee. Refer to Line P19 or Line P20 of the Master Fee Schedule, as applicable. Note: Planning fees are non-refundable.
- DEVELOPMENT PLANS – Three (3) complete set of development plans prepared in accordance with the Community Development Department’s plan preparation guidelines (separate document), including:
  - Site Plan (maximum size: 11" x 17") showing the location of all proposed and existing signs on the property.
  - Architectural Elevations (maximum size: 11" x 17") showing the location and appearance of the proposed sign(s) on the building or site (including side views where necessary) as an **exact** representation of the proposal.
- MATERIALS AND INSTALLATION - Description of materials and methods of finishing and installation (thicknesses, treatment of edges, details of framing, type of lighting, if any, etc.). This information can be placed on the elevations.
- COLOR SAMPLES - Color samples (standard paint chips, minimum size: 1" x 1"), showing exact shades and keyed to sign elevations.
- PHOTOS - Color photographs showing the proposed location of the sign(s) on the site. A list with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken must accompany all photos. Photos may be submitted digitally in the following formats: JPEG, BMP, or TIF.
- PHOTOSIMULATION/RENDERING – One (1) colored presentation rendering used for display, showing the proposed appearance of the sign(s) to scale, only for applications requiring Planning Commission approval (this is not necessary for those subject to Zoning Administrator or Planning Director approval).

**CODE REFERENCES.** Please refer to Brisbane Municipal Code Chapter 17.36 and any applicable Sign Program for details on sign regulations. Sign Programs have been adopted for the following developments and/or areas:

- Brisbane Technology Park
- Brisbane Village Shopping Center
- Industrial Way
- Sierra Point

**NOTIFICATION OF MEETINGS AND HEARINGS.** Applicants must attend all hearings to present their case and respond to any questions or comments. The project planner will notify you of the date of the public hearing via the notice of public hearing, and will provide the meeting agenda and a copy of the agenda report the Friday before the scheduled hearing. Copies of the agenda and agenda report are also available at the Planning Department and on the City's website, [www.brisbaneca.org](http://www.brisbaneca.org) by noon on the Friday before the scheduled hearing. Please contact the project planner if you have not received a copy prior to the meeting. Note that a hearing is not required for Sign Review permits reviewed by the Planning Director.

**NOTIFICATION OF ACTION.** The project planner will notify you by mail to confirm the action taken. Contact the project planner if you do not receive such notification.

**SIGN REVIEW APPEALS.** Anyone may appeal the action of the Planning Commission on a Sign Review application to the City Council not later than 10 calendar days after the Commission's action. Anyone may appeal the action of the Zoning Administrator or Planning Director on a Sign Review application to the Planning Commission not later than 7 calendar days after the Zoning Administrator's or Planning Director's action. An application form and fee (see line P47 of the Master Fee Schedule) is required to make a formal appeal.

FOR FURTHER INFORMATION, PLEASE CONTACT THE COMMUNITY  
DEVELOPMENT DEPARTMENT

Community Development Department Hours:  
8 A.M - 5 P.M. Mondays, Tuesdays & Thursdays  
8 A.M. – 8 P.M. Wednesdays  
8 A.M. - 1 P.M. Fridays

Please call ahead to make an appointment.

