

# 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.

### ➤ **ELECTRONIC SUBMITTAL REQUIRED:**

- Please submit all required items as PDF, Microsoft Office (Word, Excel, etc.), or JPG/TIF/PNG file types, as appropriate to the items listed below. You may compress or archive multiple file types into a single folder and upload the compressed (zipped) folder to our [electronic planning application](#). (Max 125 MB per file or folder.)
- Development plans MUST be submitted in PDF format;** CAD or other drafting file types will not be accepted. Development plan pages must be contained in one single PDF file; PDF files of individual plan pages will not be accepted. Please see the [Plan Preparation Guidelines](#) for digital file submittal standards.

### **ALL SIGN PERMIT APPLICATIONS:**

The following information and documents are required for all sign permit applications, unless specifically waived by staff:

- APPLICATION – A completed electronic planning application. Applications may be electronically signed and may require a [Property Owner Authorization Form](#).
- APPLICATION FEE – Refer to Line P19 or Line P20 of the [Master Fee Schedule](#). Fee may be paid by Visa or MasterCard (please note 2% additional processing fee), or by check.

Note: Planning fees are non-refundable.

- SUPPORTING MATERIALS – The below documents and plans must be electronically submitted with any use permit application.
  - PROJECT DESCRIPTION – A complete project description, which shall describe all components and phases of the proposed signage installation.
  - DEVELOPMENT PLANS – The below-listed development plans prepared in accordance with the Community Development Department’s plan preparation guidelines:
    - Site Plan showing the location of all proposed and existing advertising signs on the property.
    - Exterior Elevations 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.
    - Sight distance diagrams for all new ground-mounted signage adjacent to site driveways or access points. See [Sign Guidelines](#) for technical guidance

- 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, showing exact shades and keyed to sign elevations. (A physical sample board may be required.)
- PHOTOS – Photos of the site and surrounding area. 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: GIF, JPG, JPEG, PNG, PDF, BMP, or TIF.
- PHOTOSIMULATION/RENDERING – A 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).
- LIGHTING PLANS- For new illuminated signs only, lighting plans prepared in compliance with the Plan Preparation Guidelines are required.

**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
- Genesis Marina at Sierra Point
- Industrial Way
- Sierra Point
- The Shore at 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

[planning@brisbaneca.org](mailto:planning@brisbaneca.org)

(415) 508-2120

Please call ahead to make an appointment.



**COMMUNITY DEVELOPMENT DEPARTMENT | CITY OF BRISBANE |  
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