

The **Land Development Application** form must be completed and accompany the following Planning applications:

- Conditional Use Permit
- Design Review – Minor Alterations
- Design Review – Major Additions
- Design Review – New Residences
- Lot Line Adjustment
- Minor Subdivision
- Precise Development Plan
- Precise Development Plan Amendment
- Tree Permit
- Secondary Dwelling Unit
- Sign Permit
- Variance
- Water Well

Additional information and other necessary forms for these Planning applications are available on the Town of Tiburon website under the **SERVICES** heading by clicking on the link to **FORMS**.



Planning Division (415) 435-7390
www.ci.tiburon.ca.us

APPLICATION FOR **SIGN PERMIT**
Pursuant to Chapter 16A of the Tiburon Municipal Code

PLEASE PROVIDE THE FOLLOWING INFORMATION

Street frontage of the lot on one street only: _____

Width of front elevation of building: _____

For corner lots, width of front and street side elevations of building: _____

Sign area existing on site in square feet: _____

Total proposed sign area: _____

Material to be used: G Wood G Painted in window
 G Plastic G Painted on building
 G Metal G Other: _____

Sign lighting (if any): G Internal illumination
 G Exterior spotlights
 G Other: _____

Sign colors: Background: _____
 Letters or Figures: _____
 Other: _____

For freestanding signs, provide the following additional information:

Sign area in square feet: _____

Height of free standing sign: _____

Building height at eave or fascia: _____

INSTRUCTIONS FOR SIGN PERMIT APPLICATION

Applications for sign permits may be reviewed and acted upon by the Planning Division Staff or may be referred to the Design Review Board for action. The Design Review Board has regularly scheduled meetings on the first and third Thursdays of each month.

SUBMITTAL REQUIREMENTS:

SIGNED APPLICATION FORM (1 copy)

FILING FEE

ONE FULL SIZE AND FOURTEEN (14) REDUCED COPIES (8-1/2 X 11 OR 14) OF PLANS OF PROPOSED SIGN including the following:

1. **PLOT PLAN** showing:
 - a. Property lines
 - b. Building setback lines
 - c. Outline of all buildings and structures
 - d. Location of proposed signs
 - e. Location of existing signs
2. **ELEVATIONS OF BUILDINGS** showing:
 - a. Major dimensions of exterior walls
 - b. Placement of each existing and proposed wall sign on building face
 - c. Relationship of free-standing sign to building

3. **SCALE DRAWINGS OF EACH PROPOSED SIGN** showing:

- a. Dimensions of sign
- b. Size of lettering
- c. Type of copy
- d. Proposed means of illumination
- e. Method of attachment
- f. Materials to be used

4. **COLOR SAMPLES AND SAMPLES OF MATERIAL OF PROPOSED SIGN**

5. **SNAPSHOTS OF EXISTING CONDITIONS ON AND ADJACENT TO THE SITE**

6. **ONE COLORED RENDERING OF THE PROPOSED SIGN**

7. **ANY OTHER INFORMATION WHICH THE APPLICANT CONSIDERS RELEVANT TO THIS APPLICATION**

If your sign permit application is acted on at the Staff level, you will be notified in writing of the decision. The Staff may approve, approve with conditions or modifications, or deny and application for sign permit. There is a ten (10) day appeal period during which you or any interested person may appeal the Staff's decision to the Design Review Board. The decision of the Design Review Board is appealable to the Town Council.

If your sign permit application is not acted on by Planning Division Staff and is forwarded to the Design Review Board for action, a summary of the process is as follows:

BEFORE THE MEETING: A Staff Report describing your project and making a recommendation to the Board will be prepared and sent to you and to the Boardmembers prior to the meeting date. Planning Division Staff will usually contact you informally if there are any major concerns with your application.

AT THE MEETING: You or your representative must be present at the Board meeting. The staff report is presented first, unless waived by the Board. The applicant is given the opportunity to speak on the application. Other members of the public are then given the opportunity to speak. The Board will review the application in accordance with provisions of the Municipal Code and guidelines of the Downtown Design Handbook, and render a decision.

AFTER THE MEETING: You or any interested parties may appeal the decision of the Design Review to the Town Council within ten (10) days of the decision.

A building permit (if required) may be applied for following the sign permit approval by submitting a building permit application form and 2 sets of structural drawings to the Building Division. A building permit will not be issued until after the 10 day appeal period has passed. A building permit (if required) must be issued before the sign is installed.

CHECKLIST FOR SIGNS DESIGN REVIEW

- ___ 1. Drawing of proposed sign
 - ___ a. Accurate dimensions
 - ___ b. Size of lettering
 - ___ c. Colors of background/letters
 - ___ d. Thickness of sign
 - ___ e. Hanging arrangements

 - ___ 2. Location of sign
 - ___ a. Accurate sketch of building front
 - ___ b. Exact location of sign on building
 - ___ c. Building frontage
 - ___ d. Area of sign

 - ___ 3. Exception clearance
 - ___ a. Is sign conforming to sign code?
 - ___ b. If not, what kind of exception is requested?

 - ___ 4. One large scale drawing

 - ___ 5. Ten reduced copies
- X = items received
N/A = not applicable
W = requirement waived