

# Sign Review Application



567 El Camino Real, San Bruno CA 94066

A Sign Review Application must be submitted for all signage pursuant to Section 12.104 of the San Bruno Municipal Code. Speak with a Planner prior to submittal. For questions, contact the Community Development Department at (650) 616-7074 or email [planning@sanbruno.ca.gov](mailto:planning@sanbruno.ca.gov) and a planner can assist you.

## PROPERTY INFORMATION

Site Address:

APN:  Zoning:  General Plan Designation:

## OWNER INFORMATION

Name:  Company Name:

Address:  Phone:  Email:

Signature:  Date:

## APPLICANT INFORMATION

Name:  Company Name:

Address:  Phone:  Email:

Signature:  Date:

## OTHER CONTACT INFORMATION

Name:  Company Name:

Address:  Phone:  Email:

Signature:  Date:

Please select primary contact for project:  Owner  Applicant  Other:

## SIGNAGE DETAILS

### TYPE AND QUANTITY

Number of Proposed Window Signs:

Number of Proposed Freestanding Signs:

Number of Proposed Wall (Flat on Building) Signs:

Number of Proposed Projecting (over sidewalk) Signs:

TOTAL NUMBER OF PROPOSED SIGNS:

Please attach additional sheets if necessary.  
See reverse side for other sign-related permits and approvals.

### SIGN DIMENSIONS

Sign 1 - Total Size (sq. ft):

Height  Width

Sign 2 - Total Size (sq. ft):

Height  Width

Sign 3 - Total Size (sq. ft):

Height  Width

TOTAL AREA OF ALL SIGNS (sq. ft):



# Submittal Guidelines

Applicants should meet with Planning Division staff prior to submittal. Submittals must be provided in digital format and emailed to [planning@sanbruno.ca.gov](mailto:planning@sanbruno.ca.gov). Additional comments may arise following receipt of plans and materials.

SUBMITTALS			
Location map	<input type="checkbox"/>	Photo(s) or proposed sign location(s)	<input type="checkbox"/>
Site plan and proposed sign locations	<input type="checkbox"/>	Approval of owner or shopping center manager	<input type="checkbox"/>
Dimensioned plans of each proposed sign	<input type="checkbox"/>	Method of attachment for each proposed sign	<input type="checkbox"/>
Description of sign materials	<input type="checkbox"/>	Color board of proposed sign(s)	<input type="checkbox"/>
Lighting/illumination specifications	<input type="checkbox"/>	Type of letter sign (channel letter, vinyl, etc.)	<input type="checkbox"/>
Sign type (blade, monument, cabinet, etc.)	<input type="checkbox"/>	Existing and proposed building elevations	<input type="checkbox"/>

APPLICABLE FEES			
Sign Permit Review (includes Subdivision signs)	\$426.00	<input type="checkbox"/>	Master Sign Programs
Sign Deviations			For Areas less than 1 acre (sign permits, deviations included)
Administrative	\$1,599.00	<input type="checkbox"/>	\$1,222.00
Planning Commission	\$3,452.00	<input type="checkbox"/>	For Areas more than 1 acre (sign permits, deviations included)
			\$2,152.00

NOTICING REQUIREMENTS			
Mailed Courtesy notice, 300 ft		\$631.00	<input type="checkbox"/>
Newspaper Notice		\$725.00	<input type="checkbox"/>

## CONDITIONS OF APPROVAL

All Sign Permits shall adhere to the following conditions at minimum, in addition to the Conditions of Approval provided with a Letter of Approval:

- The applicant shall apply for and obtain a building permit before the installation of the signage, as required by the California Building Code.
- The scope of the approved signage shall be in substantial compliance with the plans attached to the Letter of Approval. Any proposed modifications to the approved planning application must be submitted for review by the Community Development Director. Modifications to Building Permit plans must be submitted as a revision to the permit plans and approved prior to construction of the modified improvements. The Community Development Director shall determine whether the proposed modifications substantially conform to the approved planning application, or whether a planning application for a modification of a previously approved planning application is required to be submitted to permit the proposed project modifications, as required by San Bruno Municipal Code Section 12.104.020 Sign permits required— Fees and prerequisites (B).
- No flashing, running, revolving, scintillating, or similar lights or lighting is permitted except for barber poles per SBMC Section 12.104.030.C.