



Small Sign Information & Checklist

DESIGN REVIEW – SMALL SIGN. The purpose of the permit is to appropriately limit placement, type, size, and the number of signs allowed within the City, and to require the proper sign maintenance. Sign Permits are required for:

- Signs over 20 square feet in area
- Signs for nonresidential uses in residential zoning districts (except signs for home occupations of two square feet maximum)
- All signs located in Neighborhood Conservation Areas
- All signs on historic structures or sites
- Referrals from the Community Development Department Director for signs that are part of a development project already subject to Design Review (or for any size sign at the Directors option)

Permits are required before placing or erecting any new sign, and for all changes to existing signs in all zoning districts. Any alteration to an existing sign must comply with applicable Land Use Code provisions.

The Process. After submission of an application and deposit, a planner will review the request against requirements of the Land Use Code, and the California Environmental Quality Act (CEQA). Additional information may be required if the project is subject to CEQA. Information about the Design Review project is referred to affected City Departments, and often outside agencies. See Land Use Code §9.38.030.B.2 and §9.38.030.D for more information.

CHECKLIST. Submit electronic copies of plans and application materials. Provide three hard copies of large scale plans.

Application form and deposit

If the applicant is not the property owner: written authorization from the property owner for the placement of the proposed sign(s)

Site plan and building elevations, drawn to scale or photographed, showing the proposed location of each sign in relation to other signs on the site and building, including each existing and proposed sign of any type, whether or not requiring a permit; and an electronic copy sent by email or on a flash drive

Plans for the sign(s), drawn to scale, accurately detailing the design and proposed appearance of the sign(s), including mounting and lighting details

A complete color scheme for the sign

Computation of the total sign area, the area of each individual sign, the height of each sign, and the total number of existing and proposed signs on the parcel

You are strongly encouraged to speak with Planning Staff at the number below if you have any questions.