



CITY OF LARKSPUR

Planning Department
400 Magnolia Avenue
Larkspur, CA 94939

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Submittal Requirements for Sign Permit (SIGN)

Within 30 days of application submittal, the Planning Department will review each application for completeness of required information and fees, and a notice of non-acceptance will be mailed to those applicants whose submittal is incomplete. Applications are not considered filed and cannot be processed until accepted as complete.

Project Site Address _____

Applicant/Owner _____

The following items must accompany all applications unless specifically waived by the Planning staff or otherwise noted as inapplicable (e.g., a text amendment would not require a location map or site plan.)

Upon submittal of the application, please submit this sheet back to the Planning Department with the appropriate boxes checked, to assure our receipt of all submittal requirements.

Office Use

- | | |
|---|--------------------------------|
| <input type="checkbox"/> Application- completed & signed by applicant & property owner. | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Fee as established by resolution of the Council. | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Three (3) sets of plans including the following: | |
| <input type="checkbox"/> Location map –showing the general location of the parcel. | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Site Plan – | <input type="checkbox"/> _____ |
| <input type="checkbox"/> (a) shall be drawn to scale & dimension | <input type="checkbox"/> _____ |
| <input type="checkbox"/> (b) have a graphic bar scale, a statement of scale, a north arrow, title block and date | <input type="checkbox"/> _____ |
| <input type="checkbox"/> (c) should use human figures and automobiles where appropriate to indicate scale | <input type="checkbox"/> _____ |
| <input type="checkbox"/> (d) shall include parcel area calculations and applicable zoning. | <input type="checkbox"/> _____ |
| <input type="checkbox"/> (e) shall show all treated portions of the lot (i.e. walkways, stairs, pools, hot tubs, patios, decks and paved driveways etc.) and the main structure and any accessory structures on the site. | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Building Elevations- showing location of the proposed signs on the structure. (Also show any existing signs which are to remain.) | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Partial Cross Section of the building- showing any projecting signs. | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Detailed scale drawings of the sign- including colors, materials, and the details of construction of all the components of the sign. | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Details of the sign illumination- including the types of fixtures, colors, location, & intensity. | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Sample Board- including all sign materials & colors. | <input type="checkbox"/> _____ |

CITY OF LARKSPUR

Sign Permit

➤ *What is a Sign Permit (SIGN)?*

Sign Permits are a necessary method used by the City to regulate signage for the protection of the health, safety and general welfare of Larkspur residents. This process acknowledges that the size, number, location, design and illumination of signs could pose hazards or confusion to motorists and other viewers, and therefore is a way to ensure that new signage will not unduly cause any dangers nor negatively affect the unique character of Larkspur or diminish property values. Generally, signs of 6 or fewer square feet are subject to the approval of the Planning Director, whereas signs larger than 6 square feet are subject to the review of the Zoning Administrator (ZA). Certain signs, as listed in Section 18.60.050 of the Larkspur Municipal Code, are exempt from the Sign Permit requirements.

➤ *What are the steps to apply for a Sign Permit?*

1.) Consult with the Planning Department Staff: File an application form & the required fee at the Customer Service Counter (2nd Floor) of the Larkspur City Hall. The application form should describe the requested proposal & it must be signed by the property owner & representative, if different. The fee is required to cover the city's time & expenses involved in processing the Fence Height Exception. Three copies of plans must be submitted for review along with the required materials listed on the opposite side of this page. Further, the applicant should consider any possible impacts of the proposed fence & provide a written description of how they would be mitigated.

2.) Staff Review: Within 30 days of submittal of an application, the City will evaluate it for completeness. If it is found to be complete, processing will begin; if it is incomplete, you will be so notified in writing & provided with a list of the items needed to render it complete. During processing, the property will be visited at least twice by City staff, once to investigate the site & once to post a public notice.

3.) Noticing & Staff Report: Local law requires that public notice be given of Fence Height Exception hearings. At least 10 days before the hearing, a notice will be posted on the property, mailed to all property owners within 300 feet, & posted on three official bulletin boards.

4.) Public Hearing: The Zoning Administrator (ZA) hearing begins with a staff presentation, then the applicant's presentation & subsequent public comment. The decision of the ZA is based on the required findings from Section 18.16.090(d), which are listed below:

➤ *Can the public or applicant appeal the decision of the Zoning Administrator?*

Yes, anyone disagreeing with the ZA decision may file an appeal with the City Clerk within 15 calendar days of the date of the meeting at which the decision was made. A filing fee is charged. The City Council then will hold a new hearing.

➤ *When does a Sign Permit expire?*

The Fence Height Exception must be acted upon (commencement or construction) within one year of the approval or the Fence Height Exception would be rendered invalid. Applicants unable to meet this schedule should apply for an extension before the one-year period expires.

NOTE: The City strongly encourages the applicant/property owner to consult with the neighboring property owners regarding the proposed sign before submittal.