City of Millbrae

SIGN APPLICATION

This application is for on-building signs of up to 50 square feet in area. (All signs over 50 square feet and most free-standing signs require Planning Commission approval.) If approved, a copy of this form and the building permit must be kept on the premises where the sign is located. The design review fee for the sign permit is $242.00. Over 50 square feet and/or illuminated is $661.00.

Business Name: _____ Phone: _____

Business Location: _____

Property Owner Name: _____ Phone: _____

Property Owner Mailing Address: _____

Applicant Name: _____ Phone: _____

Applicant Address: _____

Email: _____

Contractor Name: _____ Phone: _____

Contractor Address: _____

Email: _____

Valuation (the cost to fabricate and install the sign(s)): $_____

If the following information is checked, corresponding items MUST be submitted with this application:

- ❒ For existing buildings, color photographs of the building and all existing signs.
- ❒ For new buildings, a site plan depicting all building frontages with dimensions.
- ❒ Diagram (3 copies) of each proposed sign showing its dimensions, colors, and materials.
- ❒ Diagram (3 copies) of how each sign will be attached to the building, including all materials, hardware, and wiring (if any). Indicate if sign will be illuminated, and if so, how. Indicate where sign will be located.

	Front	Back	Left Side	Right Side
Linear feet of building				
Area of all signs that are to remain				
Area of all proposed new signs				
Total area of all signs				

I hereby acknowledge that I have read and understand this application. I state that the information given above is correct. I agree to comply with all City sign regulations applicable to this request.

_____ _____ _____

Property Owner Name | Property Owner Signature | Date

_____ _____ _____

Applicant Name | Applicant Signature | Date

_____ _____

Approved by Planning Staff | Date

Comments:

_____ _____

Approved by Building Staff | Date

Comments:

May 2018