

City Of Millbrae
Community Development Department
Planning Division

MASTER SIGN PROGRAM
SUBMITTAL REQUIREMENTS

- 1) Planning Fees
Public Hearing notification (300' radius)
Design Review (by Planning Commission)
Categorical Exemption (under the California Environmental Quality Act)
- 2) Project Description (1 original on letter size sheet)
A statement describing the concept and design theme of the sign program
A list of all proposed signs including any existing signs to remain
A tabulation of the size of all signs in the sign program
- 3) Photographs (6 sets on letter size sheets)
photos (plus a key map of where the photos were taken) of the areas of the site and portions of the building containing or proposed to contain signs
- 4) Site plan to scale (6 sets on 18" x 24" size sheets)
Existing structures and existing free-standing signs
Street, driveway, landscaped, lighting, and parking locations
Property dimensions and boundaries
Neighboring buildings and land uses
Location of each new sign and any existing signs to remain
- 5) Elevations to scale (6 sets on 18" x 24" size sheets)
Existing wall spaces, storefront windows, doors, and signs
Proposed use of wall spaces and building frontages with accurate dimensions, calculations, and allotment of all signs.
- 6) Applicable reference documents
Sign Ordinance (Chapter 2 of Title 10 of the Millbrae Municipal Code)
Sign Guidelines
A Business Manager's Guide to the City's Sign Regulations

For more information, contact the Planning Division at (650) 259-2443.