

**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.