

**CITY OF MILLBRAE**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**PLANNING DIVISION**

621 Magnolia Avenue Millbrae, CA 94030 (650) 259-2341

**TEMPORARY SIGN APPLICATION**

*This application is for all forms of temporary signage for which a permit is required under Millbrae Municipal Code Section 10-2.607.B. Temporary signs cannot be free-standing and are not allowed in any public right-of-way. The maximum sign area allowed per sign is 32 square feet and only one sign is allowed per street frontage. If approved, a copy of this form and the issued sign/building permit must be kept on the premises where the sign is located.*

Location of Sign

Address: \_\_\_\_\_

Property Owner

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Applicant

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Sign Contractor

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Sign Valuation (including the cost of labor to install the sign): \$\_\_\_\_\_

The following information MUST be submitted with this application:

1. 3 copies of photograph(s) of the proposed temporary sign location(s) and surrounding area. Indicate where each temporary sign will be located.
2. 3 copies of a diagram of each proposed sign showing its dimensions, colors, and materials. Indicate the method of illumination, if any, for all temporary sign(s).
3. Dates that temporary sign(s) will be displayed (60 days maximum per calendar year).

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.

**REQUIRED SIGNATURES:**

Property Owner: \_\_\_\_\_ Applicant: \_\_\_\_\_

**DATE RECEIVED:** \_\_\_\_\_

Approved by Planning Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Building Staff: \_\_\_\_\_ Date: \_\_\_\_\_