



# City of Larkspur

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Website: [www.cityoflarkspur.org](http://www.cityoflarkspur.org)

## **SUBMITTAL REQUIREMENTS FOR SIGN PERMIT (SIGN)**

Please include this sheet along with the required documents, plans and fees, with the appropriate boxes checked, to assure receipt of all submittal requirements.

**Project Site Address:** \_\_\_\_\_

**Applicant/Owner:** \_\_\_\_\_

The following items must accompany all applications unless specifically waived by the Planning staff.

To file an application, submit a digital copy of all items, including application forms and plans via email to [Larkspurplanning@cityoflarkspur.org](mailto:Larkspurplanning@cityoflarkspur.org) or by dropping off a USB Flash Drive. In addition, drop-off the original signed copy of the application form and one set of plans at City Hall with the Planning and Building Department, or in the designated drop boxes in the front lobby or rear porch. The application fee may be paid by check and included with the hard copy materials, or by filing a digital or hard copy of the Credit Card Application Form (available on the City Website). Applications are not filed until the fee is received. The Planning Department will review each application for completeness within thirty (30) days of submittal.

- Master Planning Application Form**- completed and signed by applicant and property owner (available for download on City website).
- Application Deposit**- as established by resolution of the Council (on City website).
- One (1) sets of plans. Plans shall include the following:**
- Location map** – showing the general location of the parcel.
- Site Plan** – Based on a survey unless otherwise waived by the Planning Department. Site plan shall:
  - (a) be drawn to scale & dimension.
  - (b) have a graphic bar scale, a statement of scale, a north arrow, title block & date.
  - (c) identify the length of the business façade(s) on which the proposed sign(s) will be located.
  - (d) show location of all existing (to remain) and proposed new signs for the specific business. When more than one sign is proposed, each sign and corresponding sign detail shall be numbered for ease of identification.
- Building Elevation(s)** – Show location and size of proposed sign(s)
- Partial Cross Section of Building** – Showing any proposed projecting sign(s)
- Detailed scaled drawing of proposed sign(s)** – including size, colors, materials, and details of construction and mounting mechanism. Colored graphic is preferred.
- Details of the sign illumination** – including the types of fixtures, colors, locations and intensity.

# **CITY OF LARKSPUR**

## ***Sign Permit***

### ➤ **What is a Sign Permit (SIGN)?**

Sign permits are the City's method of regulating 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, negatively affect the unique character of Larkspur, or diminish property values. A sign permit also allows the City to insure proposed signage will comply with the zoning standards adopted under Chapter 18.60 of the Larkspur Municipal Code.

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

- 1.) **Consult with the Planning Department Staff** regarding the location, number and size of the sign(s) you wish to propose. This will provide some guidance to insure your proposal may be authorized.
- 2.) **Consult with Department of Public Works Staff** if a proposed sign would be located within a portion of the street right-of-way fronting the property. In this instance the City must agree to the encroachment on City land or the application could not be processed. Additionally, the City staff must determine that the sign will not result in a potential hazard to the public or benefiting property owner. **Note:** Off-site signs located on a separate property, in the street median, or other location not directly in front of the property are prohibited under by Chapter 18.60 of the LMC.
- 3.) **File an application**, including the required forms, application deposit and plans, at the Planning and Building Department on the 2<sup>nd</sup> floor of Larkspur City Hall. See above for direction.
- 4.) **Staff Review:** Within 30 days of submittal of an application, the City will evaluate all materials for **completeness**. If it is found to be complete for processing, and the proposal is in compliance with Chapter 18.60 of the LMC, the Zoning Administrator will take action on the application. If the application materials are incomplete, you will be so notified in writing and provided with a list of the items needed to render it complete.

### ➤ **When does the Sign Permit expire?**

The proposed signage must be installed within one year of the approval or the Sign Permit will expire. Applicants unable to meet this schedule should apply for an extension before the one-year period expires.