



City of Mill Valley Planning Department
 Supplemental Application for
Outdoor Display Permit

26 Corte Madera Ave., Mill Valley, CA 94941 • 415-388-4033 • Fax: 415-381-1736 • www.cityofmillvalley.org

Applicants: Please print or type. Attach additional sheets as necessary. Thank you.

Cross-Reference Information

Address/Location of Project Site:	Assessor's Parcel Number:
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Application Requirements

1. Completed Application Form
2. Filing Fee
3. Proof of Business License
4. Certificate of Insurance naming the City of Mill Valley as additional insured
5. Submit four copies of a site plan, drawn to scale. At least one copy of the site plan shall be an 8.5"x11" print or reduction. Site plan shall include:
 - North arrow and scale
 - Address and Assessor's Parcel Number (APN)
 - Property lines
 - Name of road
 - Location of edge of road, any rights-of-way, easements or public trails, steps or lanes, creeks or intermittent streams
 - The location of the proposed outdoor display area with written distances from the exterior border of the display to the interior edge of the curb of the adjacent street, and to any curb ramp or crosswalk, and to all other fixed obstructions (i.e., light pole, planting area, parking meter, garbage container)
 - The location of all structures, entrances and driveways located on the lot and lot(s) adjacent to the location of the proposed display area
 - The location of fixed, permanent markings that will define the outdoor display area
6. Fixture display details sheet:
 - Location, number and dimensions of each fixture associated with the outdoor display
 - Elevation plan showing the height and length of the proposed display and the total linear measurement of the business frontage
 - Photograph(s) of the proposed display structure(s)
7. Written description of items to be displayed
8. Photograph(s) of the proposed location

Certification

I, the undersigned owner of the subject property, have read this permit application and certify that the information, drawings and specifications herewith submitted are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.

Property Owner's
 Signature _____ Date: _____

I, the undersigned owner of the subject business, have read this permit application and certify that the information, drawings and specifications herewith submitted are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.

Business Owner's
 Signature _____ Date: _____

Staff Use Only

Received By: _____
 Date: _____

Existing signage in conformance? Yes No