



Planning and Building Department  
Supplemental Application for  
Sign Permit

P. O. Box 1029, Mill Valley, CA 94942 ★ 415-388-4033 ★ Fax: 415-381-1736 ★ Website: www.cityofmillvalley.org

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

**Cross-Reference Information**

Address/Location of Project Site:	Assessor's Parcel Number:	Business Name:
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**Proposal**

Site: Street Frontage of Building: _____ ft. Lot Width: _____ ft. Max. Area Permitted: _____ sq.ft.	Request To: <input type="checkbox"/> Erect a New Sign <input type="checkbox"/> Alter an Existing Sign <input type="checkbox"/> Move an Existing Sign	Will Any Signs Be Removed? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", Number: _____ and Area: _____ sq.ft.
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Location of Sign(s):

- On Wall  
  In Window  
  Freestanding  
  Suspended  
  Canopy  
  Other:

Sign #*	Location	Material	Length & Width	Single/Double Face	Height from base	Area
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____
<b>Total Area:</b>						_____

Sign #	Background Color	Copy/Text Color	Exact Copy	Type of Illumination
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____

\* On your Site Plan or Building Elevation, please label the location of each sign using the above numbers

**Certification**

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

Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Staff Use Only**

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

File No: \_\_\_\_\_

Sign; 3/01

1. PERMITS:

While permits are generally required for all permanent signs, a permit is not required for temporary signs or for some permanent signs. The table on the reverse side of this document summarizes the requirements of the City's sign ordinance.

2. SIZE:

Generally, a maximum of one square foot of sign area is permitted for each linear foot of building frontage that a ground level business/office has on a street. There are some circumstances where more restrictive size limitations may apply. For example, a total of 2 sq.ft. of sign area is permitted for businesses/offices on the upper level of a building. The total sign area may not exceed 75 sq.ft. for any single business/office.

3. NUMBER:

All businesses/offices located on an upper level of a building are limited to one (1) sign. A Use Permit is required for signs that identify a collective group of independent, retail commercial establishments, which have separate outside customer entrances and common parking or circulation facilities. In considering the application for such Use Permit, the total signing plan for the shopping center shall be reviewed and any reasonable conditions may be imposed regarding the number, size, color or design of signs in the shopping center.

4. HEIGHT:

Signs attached to a building may not project above an eave or parapet on a one-story building or above the windowsill of the second story of a multiple level building. Roof signs are prohibited. Ground or Freestanding signs shall not exceed 10 feet above the ground at the base of the sign except in the Lytton/Town Center area, where the maximum height may not exceed 4.5 feet.

5. TEMPORARY SIGN:

No permit is required to display temporary sign(s) as long as they are attached to and on the same plane as the wall of a building or are mounted in the window and are non-illuminated. Temporary signs may not exceed 12 sq.ft. in size per business nor obscure more than 15% of an individual window (which ever is less). A temporary sign may be displayed without a permit for up to four weeks per calendar year. Its display may be extended to a maximum of eight weeks per calendar year without a permit upon approval by the Zoning Administrator. Any combination of individual temporary signs displayed in excess of eight weeks per calendar year is considered a permanent sign for which a permit is required.

6. PROJECTING SIGNS:

Signs may project up to a maximum of 42 inches beyond the building face including any projection into the right of way. A projecting sign may be no larger than 5 sq.ft. on each side and must be a minimum of 7.5 feet above the grade directly below the sign.

7. NEON SIGNS:

Neon signs or decoration are not permitted on the exterior of any building or on the interior if clearly visible from any outdoor area.

8. AWNING/CANOPY SIGNS:

A sign on an awning or canopy which projects from the face of the building, including any sign which projects into the public right of way, may be permitted provided that it is at least 7.5 feet above any sidewalk and is not located on the top surface of the awning/canopy. Design Review may be required for new awnings.

This information is intended only as a guideline. For further details regarding a specific situation, contact the Mill Valley Planning and Building Department at 415-388-4033.

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