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## CONFORMING SIGN APPLICATION

Complete the information below:

Job Site Address:	Assessor Parcel No.:	Zone:
Property Owner(s) Name:	Phone Numbers: Home: Work:	Cell Phone: E-Mail:
Mailing Address:	City:	State/Zip:
Applicant(s) Name (contact person):	Phone Numbers: Home: Work:	Cell Phone: E-Mail:
Mailing Address:	City:	State/Zip:

**Submittal Requirements** One (1) copy of color samples and Two (2) copies of the following drawings:

1. Dimensioned and scaled drawing of each proposed sign (includes any moving part, lighting, sound equipment, framework, background material, structural support, or other part); and
2. Dimensioned and scaled building and/or fence elevation(s) showing existing and proposed sign locations on those elevations.

*Additional information may be requested should it be determined to be necessary to properly evaluate the application, including: materials, site plan in color (showing the location of property lines, buildings, parking areas, driveways, landscaped areas, utility poles and wires), and photographs of the property and building on which the sign is proposed to be erected or displayed. Photographs are acceptable if signs can be made to scale.*

Check the box that applies to the individual use:

- Ground Floor Non-Residential Establishment
- The use is in a portion of the building that faces only one street.
  - The use extends from one street, through a building, to another street opposite and generally parallel to the first, or if a use is conducted on a corner.
  - The use fronts on a street (or on two (2) or more adjacent parallel streets) having a total of four (4) or more lanes of traffic.
  - The primary building face (principal entrance) of the use does not front on a public street.
- Second or Third Floor Non-Residential Establishment –
- Same individual use as ground floor use
  - Different use from ground floor use

- Professional Office - Individual Office/Suite within a building housing multiple professional offices
- Professional Offices - Master Suite/Office of a building
- Outdoor Oriented Establishment
- Institutional Use. Type: \_\_\_\_\_
- Service Station selling motor fuel (including bio-diesel)
- Shopping Center

“Sign” includes any moving part, lighting, sound equipment, framework, background material, structural support, or other part thereof. A display, device, or thing need not contain any lettering to be a sign. Not included within this definition: Lettering on ATM, barber pole, interior sign/visual communicative device located entirely within a building and, if visible from the exterior setback 5 feet from the window, merchandise on display for sale on-site, apparel, decoration, including tattoos, makeup, wigs, costumes, and masks.

**Existing Signage for the non-residential use:**

Location on Property	Construction Material	Dimensions	Area (square footage)
1.			
2.			
List additional signs on a separate sheet of paper			
<b>Total Area of Existing Signs <u>To Remain</u> =</b>			<b>_____ sq ft</b>

**Proposed Signage for the non-residential use:**

Location on Property	Construction Material	Dimensions	Area (square footage)
1.			
2.			
<b>Total Area of Proposed Signs =</b>			<b>_____ sq ft</b>

**Total Area of Existing Signs to remain PLUS Proposed Signs = \_\_\_\_\_ sq ft**

**Total Lineal Footage of Primary Building Face (facing street) = \_\_\_\_\_ sq ft**

*Complete the following:*

1. Lineal footage(s) (straight line measurement) of primary building face(s) devoted to the individual use which contains the principal entrance. If there are principal entrances in more than one wall for the use, the longest of the walls in which principal entrances are located is considered the primary building face: \_\_\_\_\_
2. Check if the proposed signage falls into any of the following categories, which are prohibited by Code:
  - Use luminous, day-glow, fluorescent colors or materials, or reflective surfaces.
  - Banners, streamers and pennants.
  - Billboards.
  - Animated, moving image signs, reader boards and changeable image signs.
  - Intended to be used in whole or in part for off-site commercial messages, advertising for hire or general advertising.

- Utilize any of the following physical methods of message presentation: sound; odor, smoke, fumes or steam; rotating, moving or animated elements; activation by wind or forced air; neon or other fluorescing gases; flashing or strobe lighting; liquid crystal displays or other video-like methods; use of live animals or living persons as part of the display; mannequins or statuary.

**Non-Residential Use Signs Exempt from Permit Process**

**Newly opened, Newly re-opened or “Coming soon” establishment:** temporary versions of permanent signs may be displayed without a permit for a period not to exceed thirty (30) calendar days.

**A-Frame in zoning districts C-1, C-2 and C-3,** subject to: one (1) per parcel, not exceeding six (6) square feet, displayed between dawn and dusk, illumination not permitted, message types: non-commercial or on-site commercial, or any combination. A-Frames on Town property (sidewalks, tree guards, etc.) not permitted.

**Projecting Sign in zoning districts C-1, C-L, C-2, C-3 and P,** subject to: one (1) per non-residential establishment, not thicker than six (6) inches, not greater than three (3) square feet per side, illumination not permitted, maximum projection over sidewalk: forty-two (42) inches, maintain seven (7’6”) feet sidewalk clearance.

**Permanent Window Signs.** Maximum of two (2) permanent window signs, each not exceeding one (1) square foot, applied by decal or paint on glass windows or doors.

**Temporary Signs.** Wall, window or door mounted; size maximum: twenty-five (25) percent of total window area on each street frontage, and displayed for a maximum of seventy-five (75) days per calendar year.

**Address numbers.** Numbers not greater than eighteen (18) inches in height.

**Informational Signs.** Maximum total display area of all such signs: four (4) square feet; located flush on the building face, door or window. Defined as signs displaying consumer information, e.g., hours of operation, help wanted, credit cards honored, association affiliations, vacancy, restrooms, danger warnings, open/ closed, etc.

**Legally Required or Authorized Signs.** Displaying information authorized/required by law/ regulation, other than in the Sign Ordinance, may be displayed according to the authorizing law.

**Restaurant Menu.** For uses serving food on the premises to the public: one (1) menu displayed on private property adjacent to the main public entrance; and must be identical in size and all other respects to those made available to diners.

**Flags.** With non-commercial images or on-site commercial images: Maximum of one (1) pole per parcel, maximum height of free standing pole: roof line of the principal building on the same parcel, or the height limit for the zone, whichever is less; maximum number of flags: five (5); maximum size of any one flag: twenty-four (24) square feet; and total area (measured one side) of all flags on a given parcel or use: one-hundred (100) square feet. Mounting shall be directly or on shafts attached to a wall, door, window or fence, or on a free-standing pole.

**Temporary and Seasonal Sales Operations.** With a Business License, uses such as Christmas tree lots: not more than two (2) signs per lot, the total area thereof not to exceed forty (40) square feet. The display period shall not exceed ninety (90) days in any one calendar year.

**Traffic Direction and Parking Information for Drivers and Pedestrians:** maximum display face area per sign: six (6) square feet; subject to there being no commercial advertising on the copy.

**OFFICE USE ONLY**

Is the specific permitted use for which the sign is proposed to be erected or displayed, or any currently existing sign thereon associated with the specific permitted use, the subject of any outstanding notice of zoning violation or notice to correct, including whether any such deficiencies are to be remedied by the proposed application? \_\_\_\_\_ (yes or no)

**Building Permit(s) Required:**  Building  Electrical  None **By:** \_\_\_\_\_

**Building Official**

**Sign Permit Approved/Denied by:** \_\_\_\_\_  
**Planning and Building Director**

Staff Comments: