



MARIN COUNTY
COMMUNITY DEVELOPMENT AGENCY
BRIAN C. CRAWFORD, DIRECTOR

SIGN PERMIT/REVIEW FACT SHEET

DEFINITION

A Sign Permit or Sign Review consists of ministerial or discretionary review and approval for the erection, placement, maintenance, alteration or location of any non-exempt sign. Certain temporary or governmental signs which identify a home occupation or a dwelling identification may be exempt from review if they conform to the limits set forth in the Zoning Ordinance for those types of signs. Check with the planner at the public information counter to determine whether your sign is exempt. All non-exempt sign applications will be processed as one of the following:

1. Sign Permit - allows for ministerial review, without noticing surrounding property owners, for signs which identify apartment buildings, institutions and commercial enterprises providing they conform to the limits set forth in the zoning ordinance for those types of signs.
2. Sign Review - provides for discretionary review and noticing of all surrounding property owners for oversized or freestanding signs, signs which use changeable copy or interior lighting, or any sign which is not subject to approval through the Sign Permit process.

TIME FRAME FOR PROCESSING

Generally, action is taken on a Sign Review application within four to six weeks from the date when the application is deemed complete. A Sign Permit application requires less time than Sign Review.

APPLICATION PROCESS

- STEP 1** PRE - APPLICATION RESEARCH/REVIEW – Call or visit the public information counter to find out if your sign is exempt (or prohibited) or if it requires Sign Permit or Review. You should know the number of signs, dimensions, height and any other specifics about the signs(s) in order for the planner to assist you.
- STEP 2** SUBMIT APPLICATION AT PLANNING INFORMATION COUNTER – The submittal requirements for a Sign Permit/Review application are listed in the Zoning/Development Application Submittal Checklist. Please check with the planner at the information counter if you have any questions regarding any of these items. Incomplete or unclear applications will not be accepted for processing.
- STEP 3** STAFF APPLICATION PROCESSING – A planner will be assigned to process your application. He/she will review your submittal for completeness and will notify you if your application is incomplete and what items must be submitted before processing can begin.
- STEP 4** PUBLIC NOTICE – Once it has been determined that a complete Sign Review application has been submitted, a notice of public hearing will be sent to the owners of all properties within 300 to 600 feet of the exterior limits of the affected property stating the date a decision will be reached by the

least 10 days prior to the date of the hearing or decision on the Sign Review. An application for a Sign Permit does not require public noticing.

STEP 5 ACTION – The Director may approve, conditionally approve, or deny a Sign Permit/Review application. The action of the Director shall be in writing; a copy will be sent to you as the applicant. If the Director finds that significant policy questions are at issue or that substantial controversy has been generated by the application, or the application has been submitted concurrently with another zoning/development permit application which requires a public hearing, then the Director may require a hearing before the Planning Commission.

STEP 6 APPEAL – The actions of the Director or the Planning Commission are final unless an appeal in writing is received by the Planning Division within ten business days from the decision date (five business days for properties in the coastal zone). The Planning Commission will act on the appeal to sustain, modify, or overrule the previous action. Action taken by the Planning Commission may be appealed to the Board of Supervisors. Check at the planning information counter regarding applicable fees and other details of the appeal process.

FOR FURTHER INFORMATION

- Visit the Marin County Community Development Agency’s public information counter at the Civic Center - Room 308, San Rafael, California, Monday through Friday (closed holidays), 8:00 a.m. – 4 p.m., or call (415) 499-6269.
- Please refer to Marin County Development Code Chapter 22.28. (For projects in the coastal zone, see Marin County Code Interim Title 22 Zoning Ordinance Chapter 22.69.)