



THE TOWN OF  
CORTE MADERA  
MARIN COUNTY CALIFORNIA

**PLANNING DEPARTMENT  
300 TAMALPAIS DRIVE  
CORTE MADERA, CA 94925**

## **Sign Permit Submittal Requirement Checklist**

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Address of Project Site

### Purposes and Authorization

All signs, except those listed in Section 18.22.030 of the Corte Madera Municipal Code, and signs conforming to an approved master sign program, require Design Review approval in addition to the approval of a Sign Permit.

Sign Permit applications considered Minor Design Review projects may be reviewed by the Zoning Administrator. However, the Zoning Administrator may refer to the Planning Commission any minor sign permit design review project that involves a significant policy question or substantial public controversy.

Sign permit applications involving freestanding signs, and/or new or amended master sign programs are considered Major Design Review projects, and must be reviewed by the Planning Commission.

### Review of Sign Permits

The Town Zoning Ordinance includes specific regulations for signs to be installed in the following zoning districts. Please indicate the zoning district location of the proposed sign(s) with a checkmark next to each applicable item below:

- Sign(s) in a **R-2, R-1, R-1-A, R-1-B, R-1-C**, Residential District – *in conformance with Section 18.22.080 of the Corte Madera Municipal Code or applicable Specific Plan;*
- Sign(s) in a **O** (Professional and Administrative Office) District - *in conformance with Section 18.22.090 of the Corte Madera Municipal Code or applicable Specific Plan;*
- Sign(s) in a **C-1** Commercial District - *in conformance with Section 18.22.100 of the Corte Madera Municipal Code or applicable Specific Plan;*
- Sign(s) in a **C-2** Commercial District - *in conformance with Section 18.22.110 of the Corte Madera Municipal Code or applicable Specific Plan;*

- Sign(s) in a **C-3 Commercial District** - *in conformance with Section 18.22.120 of the Corte Madera Municipal Code or applicable Specific Plan;*
- Sign(s) in a **C-4 Commercial District** - *in conformance with Section 18.22.130 of the Corte Madera Municipal Code or applicable Specific Plan;*
- Sign(s) in a **M (Light Industrial) District** - *in conformance with Section 18.22.140 of the Corte Madera Municipal Code or applicable Specific Plan; and*
- Sign(s) in a **P/SP (Public and Semi-Public Facilities) District** - *in conformance with Section 18.22.150 of the Corte Madera Municipal Code or applicable Specific Plan.*

Sign Permit Application Requirements

All of the following project elements must be submitted for a Sign Permit application to be accepted as complete. Four (4) copies of all sign plans are needed for Sign Permit applications reviewed by the Zoning Administrator. Eight (8) copies of all plans are required for items referred to the Planning Commission.

**1. Application Requirements**

- All items listed in the "Application for Development Review" completed;
- Sign Permit Submittal Checklist" completed, with a checkmark next to each applicable item. The Submittal Checklist must be signed by owner; or authorized agent of owner with a letter of approval from the property owner stating that said agent may act on owner's behalf. Any item marked as "Not Applicable" by the applicant must be substantiated in writing to the Planning Director's satisfaction, or the application will not be accepted.
- The appropriate "Design Review Submittal Checklist" completed, with all applicable project items included in submittal; and
- All applicable filing fees submitted with application.

**2. Project Information for All Signs**

- A brief summary of the work to be done and the sign(s) to be installed:  
 \_\_\_\_\_  
 \_\_\_\_\_
- Total existing sign area (in square feet) \_\_\_\_\_
- Total proposed sign area (in square feet) \_\_\_\_\_
- Sign material(s) to be used: \_\_\_\_\_  
 \_\_\_\_\_

- Sign color(s) – indicate background, letters, figures, and any other components:  
\_\_\_\_\_
- Sign lighting, if any, indicating specific lighting method(s) \_\_\_\_\_
- Width of front elevation of building \_\_\_\_\_
- Width of street frontage adjacent to lot (on one street only) \_\_\_\_\_
- For corner lots, width of frontage on each street \_\_\_\_\_
- For corner lots, width of side building elevation along street \_\_\_\_\_

**3. Additional Information Required for Freestanding Sign Applications**

- Height of freestanding sign(s) \_\_\_\_\_
- Sign area dimensions \_\_\_\_\_
- Building height at eave or fascia \_\_\_\_\_
- Building height at peak of roof \_\_\_\_\_

**4. Freestanding Sign Permit: Required Findings**

The following required findings must be made by the Planning Commission in order to grant approval of any freestanding sign permit application. Please respond in writing to each finding as fully as possible. (If more space is needed, you may attach separate sheets).

- Finding 1 – Is the freestanding sign single-sided? If not, how would having a double-sided freestanding sign be beneficial to the public?

Response: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Finding 2 – Is a freestanding sign the only appropriate means by which the business conducted on site can have the same degree of identification to the traveling and shopping public as that available to businesses on neighboring sites?

Response: \_\_\_\_\_

\_\_\_\_\_

- Finding 3 – Is the freestanding sign consistent with the purposes of the Sign Ordinance (Chapter 18.22.010) and of Design Review (Chapter 18.30.010)?

Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Additional Information Required for Master Sign Program Applications**

No sign shall be approved for a shopping center, for any site with more than one building, or for any building with more than one tenant until a Master Sign Program has received design review approval. At the Planning Commission’s discretion, a Master Sign Program may specify some or all of the following:

- Maximum Sign Area (per building and/or tenant) \_\_\_\_\_
- Sign Types Allowed \_\_\_\_\_
- Sign Placement \_\_\_\_\_
- Lettering Size \_\_\_\_\_
- Color and Materials \_\_\_\_\_
- Allowed Illumination methods (if any) \_\_\_\_\_

**6. Design Review Application**

All Sign Permit applications must be submitted in combination with Design Review. As required through Design Review, the project drawing set shall include at least all of the following elements:

- Vicinity Map;
- Site Plan;
- Building Elevation(s) for building-mounted signs;
- Sign Elevation(s) for freestanding signs;
- Site Photographs; and
- Sign Color and Material Sample

**7. Additional Information:**

- Any other information which may be required by the Zoning Administrator or Planning staff to complete review of this sign permit application, such as: \_\_\_\_\_

***Note: During the process of analyzing the Sign Permit application, additional information and/or materials may be required by the Zoning Administrator, or staff to clarify the above application elements.***

***At least two weeks before a decision may be made regarding your application for a free standing sign, you are responsible for erecting story poles to represent the actual height and area of that sign.***

I have read and understand my obligations regarding the information necessary for a complete Sign Permit submittal within the Town of Corte Madera:

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Signature of Owner or Authorized Agent

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Type or Print Name of Owner or Authorized Agent

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Address of Project Site

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Date of Signature