



SIGN PERMIT

WHEN REQUIRED

A sign permit is required for all signs with a few exceptions. Signs exempted from permits are listed in the Novato Municipal Code (NMC) Section 19.32. A Master Sign Plan is required for nonresidential buildings containing four or more separate uses. The City of Novato regulates signs in order to make the City an attractive place to live, work and shop and to protect existing businesses from visual encroachment by new signing on neighboring properties.

APPLICATION

The submittal requirements for a sign permit application are listed on the reverse of this page. Incomplete applications are often the main cause of delays in processing. Please submit each of the items listed but by all means call the Department of Community Development Planning Division if you have any questions. A planner will be assigned to review the application for completeness within 30 days.

ACTION

When it has been determined that a complete application has been submitted, it will be reviewed by the assigned staff member for compliance with the sign provisions of the Municipal Code. Staff, under the direction of the Director, will act to approve, approve with conditions, or deny the application.

RESULT

The action on the application is final unless appealed within ten days. (See Fee Schedule for appeal fee.)

Please note that in most instances a building permit is also required prior to placing a sign. Contact the Building Division for information on the building permit requirements.

Note: You may request to receive a notice of any proposal to adopt or amend any of the following: the Novato General Plan, a specific plan, or chapters of the Municipal Code affecting development. Please use the separate form titled "Request for Notification of General Plan or Municipal Code Amendments."

SIGN PERMIT - SUBMITTAL REQUIREMENTS

In order to file a sign permit application, the following information must be submitted:

1. A completed Application for Zoning/Planning Action.
2. Two copies of a site plan scaled and drawn to accurately and clearly show:
 - a. All property lines (with dimensions);
 - b. Outline and dimensions of all buildings and structures related to the use or activity to which the subject signing relates;
 - c. Location of all existing signs and all proposed signs. (A photograph may be helpful.)
 - d. A complete detail of existing and proposed signing, indicating:
 - (1) Type (wall, freestanding, under canopy, window, other).
 - (2) Dimensions of sign and total area of sign faces.
 - (3) Type of illumination for all signs (interior, indirect, neon tubing).
3. Two copies of architectural elevation drawings, to scale and dimensioned, of each proposed sign indicating materials, copy, copy color, background color, color of framing and supports. If freestanding, indicate height from grade to top and bottom of sign.
4. A Master Sign Plan is required for nonresidential buildings containing four or more separate uses. See Section 19.32.030 of the Novato Municipal Code.
5. Any additional information determined necessary by the Director to conduct a review and analysis.
6. Filing Fee (see Fee Schedule).

For further information, please contact the City of Novato, Department of Community Development Planning Division at:

- 922 Machin Avenue, Novato, CA 94945
- (415) 899-8989
- www.novato.org