

Overview

Generally, all signs located within Brentwood must be reviewed and approved by the Community Development Department to determine conformance with the City's sign regulations and/or any approved Master Sign Program.

Master Sign Program (MSP): In general, MSPs establish the sign development regulations and specifies an integrated sign design concept for multiple occupancy. Prior to submitting a sign permit application verify if the proposed sign location is within an existing MSP. If so, ensure consistency with the regulations established in the MSP. Existing MSPs can be found here: <https://www.brentwoodca.gov/government/community-development/planning/master-sign-program>

Submittal Requirements

The following submittal requirements, as specified below, are required for a Sign Permit application to be accepted. If the required materials/information is missing or inadequate, the application will not be accepted.

1. Completed Sign Permit Application (Application provided on pages 4-6 of this handout). The application must be signed by the applicant and the property owner.
2. Applicable filing fees. Building Permit Application Form (additional fee required after approval)
3. Three color copies of the plans. All plans shall be clear, legible and accurately scaled and include the following:
 - a. Detailed elevation of sign(s), new and existing, showing:
 - Dimensions of sign(s).
 - Color
 - Size and letter style of sign(s).
 - Sign materials.
 - Method of illumination.
 - Mounting method.
 - Height of sign, from finished grade to the highest point of the sign or any vertical projection (For free standing signs).
 - b. Schematic building elevation showing:
 - Dimensions of building.
 - Location of existing and proposed signage (photo simulations maybe submitted).
 - Orientation of elevation (east, west, etc.).
 - c. Site plan showing:
 - Tenant space location.
 - Building and street frontage dimensions.
 - Locations of existing and proposed signs.
 - Location of proposed free-standing sign with setbacks to property lines.
 - Easements (if a free standing sign is proposed).



ADMINISTRATIVE SIGN PERMIT APPLICATION

Planning Division

Revised: January 17, 2023

- d. Installation details showing a cross section through the sign and specifications of hardware and materials.

Appeal Process

Decisions made by the Zoning Administrator are subject to appeal, in accordance with Chapter 17.880 of the Brentwood Municipal Code. In general, decisions of the Zoning Administrator become effective 10 calendar days after they are made. Any affected party may appeal a decision of the Zoning Administrator to the Planning Commission by submitting an application and the required appeal fee to the City Clerk during the 10-day appeal period. Decisions of the Planning Commission also become effective 10 calendar days after they are made. Any affected party may appeal a decision of the Planning Commission to the City Council by submitting an application and the required appeal fee to the City Clerk during the 10-day appeal period. Decisions of the City Council are final.



ADMINISTRATIVE SIGN PERMIT APPLICATION

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Administrative Sign Permit

<p>Applicant: _____</p> <p>Contact: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>Email: _____</p> <p>Site Location: _____</p> <p>APN(S): _____</p>	<p>For Staff Use Only:</p> <p>File No.: _____</p> <p>Bldg. Permit #.: _____</p> <p>Date Received: _____</p> <p>Accepted By: _____</p> <p>Note: _____</p> <p>Fees Received:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Date</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Receipt No.</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td style="border-top: 1px solid black;"> </td> <td style="border-top: 1px solid black;"> </td> <td style="border-top: 1px solid black;"> </td> </tr> </tbody> </table>	<u>Date</u>	<u>Receipt No.</u>	<u>Amount</u>			
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<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;"><u>Sign Permit Review</u></td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;">\$341.00</td> </tr> <tr> <td style="padding-left: 20px;">Administrative</td> <td></td> </tr> </table>		<u>Sign Permit Review</u>	\$341.00	Administrative			
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Business Name: _____

Business Address: _____

Zoning: _____ APN: _____

Master Sign Program (MSP): _____ Width of Building Frontage: _____

Existing Signs: Indicate if existing sign(s) will be removed or if this application is for in kind replacement.

Type of Sign	Dimensions (width/height)	Square Footage

New Signs: Provide all applicable information.

New Sign #1

Awning Sign Wall Mounted Sign Monument Sign Window Sign Other (explain) _____

Height _____ Width _____ Area (sf) _____ Illumination: Internal External Non-illuminated

Material (metal, vinyl, etc.): _____

New Sign #2

Awning Sign Wall Mounted Sign Monument Sign Window Sign Other (explain) _____

Height _____ Width _____ Area (sf) _____ Illumination: Internal External Non-illuminated



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Material (metal, vinyl, etc.): _____

New Sign #3

Awning Sign ___ Wall Mounted Sign ___ Monument Sign ___ Window Sign ___ Other (explain) _____

Height _____ Width _____ Area (sf) _____ Illumination: Internal ___ External ___ Non-illuminated ___

Material (metal, vinyl, etc.): _____

Total Square footage of all signs (including existing): _____ Sq. ft.

Applicant's Name: _____

Address: _____ Telephone No.: _____

City: _____ State: _____ Zip Code: _____

Fax No: _____ Email Address: _____

Property Owner of Record's Name: _____

Address: _____ Telephone No.: _____

City: _____ State: _____ Zip Code: _____

Email
Address: _____

CERTIFICATION:

I hereby certify that the statements furnished above, and in the attached exhibits, present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge.

Applicant's Name

Date

Applicant's Signature

Company Name



**ADMINISTRATIVE SIGN PERMIT
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NOTE: If the Applicant is not the Property Owner, then the Property Owner must sign below to authorize the Applicant as his/her official representative.

I, _____ property owner, do hereby authorize the Applicant,
_____ as my official representative in all matters relating to this Application.

Owner's Name

Owner's Signature

Date