



City of Burlingame

Sign Review Guidelines and Submittal Instructions

A building permit is required to erect, relocate, reconstruct, alter, repair or replace any sign. The Planning Division will review the size, location and number of signs for conformance with Chapter 25.42 of the Burlingame Municipal Code.

Allowable sign area, number of signs and height of signs varies by zoning district. Sign code regulations are available online at www.burlingame.org (see Burlingame Municipal Code – Title 25).

The following materials are required by the Planning Division:

- Site Plan** – must be drawn and dimensioned to scale and include the following information:
 - Address, Suite Number/Floor
 - Project Contact Name, E-mail address, and phone number
 - Scale and North Arrow
 - All property lines (dimensioned), street names and significant easements
 - Location of all existing structures
 - Show the location of existing and proposed signs, including dimensions to property lines
 - Include Public Works Encroachment Permit Notes on site plan. See “Additional Information for Public Works Encroachment Permit” below

- Elevations** – must be drawn and dimensioned to scale and include the following:
 - A full front elevation of all signs, including the base (if applicable)
 - All dimensions, including height from finished grade to bottom and top of sign; height and width of signs
 - For signs mounted on a building or placed on an awning, a building elevation, drawn to scale, dimensioned and labeled indicating the placement of the proposed sign(s) and any existing signs to remain

Sign fees are collected as a part of the building permit application and are based upon the total square footage of proposed signs:

50 SF or less	\$299
Over 50 SF and less than 200 SF	\$426
Over 200 SF	\$491

ADDITIONAL INFORMATION REGARDING SIGN REGULATIONS

Awnings, canopies with copy or signs projecting into the public right-of-way

- May extend up to 4 feet into the public right-of-way if not within 3 feet of any portion of public right-of-way used principally for vehicular traffic.
- Must have a minimum vertical clearance of 8 feet from the bottom of the sign or its supporting surface below.

Monument signs

- Refer to the specific zone district regulations for allowed size and height allowed above established grade.
- Must be constructed to have the appearance of a full enclosed foundation. Must be designed so that the style and materials and its base are consistent with the architecture of the building(s) on the site.

Pylon Signs (a freestanding sign supported by one or more solid, monumental structures or pylons that have decorative support structures that are architecturally compatible with on-site buildings).

- Only allowed on certain street frontages in the CAR, I-I, and RRMU zoning districts, as set forth in Tables 25.42-1 through 25.42-6.
- Refer to the specific zone district regulations for maximum height allowed.

Wall signs

- Size and height determined by specific zoning district regulations.
- Sign area shall not exceed 80% of the signable area no greater than 75% of the vertical dimension of a designated sign band.
- May not project more than 12 inches from the wall and must not interrupt architectural details.

Prohibited signs

- Digital or changeable copy
- Signs which conflict with traffic control
- Signs on public right-of-way
- Off-premise advertising
- Pole Signs (supported by one or more exposed poles)
- Portable signs
- Roof signs, above-roof signs, and sky signs (inflated balloons, kites)
- Signs on vehicles
- Moving or rotating signs
- Signs with flashing lights

Exempt signs can be erected and maintained in the City without obtaining a sign permit.

- Signs required by law (such as traffic, fire and police signs, trespass and warning signs)
- Signs integrated into certain devices (such as coin-operated machine, vending machine, gas pump or ATM)
- Signs not visible from the right-of-way
- Signs carried by persons
- "For Sale" or "For Rent" signs
- Construction project signs
- Window signs in commercial areas not to exceed 25% of the window area
- Directional signs at each entrance or exit not to exceed 4 SF in size
- Flags (subject to certain limitations, refer to Code Section 25.41.010 (K))

Nonconforming signs

- Normal maintenance and repair is allowed. However, it cannot be altered, reconstructed, replaced or relocated without being made to comply with all provisions of Chapter 25.42 (Signs).

ADDITIONAL INFORMATION FOR PUBLIC WORKS ENCROACHMENT PERMIT

Include the following notes on Site Plan:

- An Encroachment Permit is required for all work within the City right-of-way related to the approved sign permit. An Encroachment Permit application and procedural information can be obtained at the Public Works Division, Engineering Division office, located on the 2nd floor of 501 Primrose Road, Burlingame.
- A pedestrian access plan must be submitted for work affecting a sidewalk(s) and must be approved prior to issuance of an Encroachment Permit and start of construction.

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For location of work in *Downtown Burlingame Avenue*, the following special conditions and requirements shall apply:

- All work in Downtown Burlingame Avenue shall comply with the Downtown Burlingame Avenue special conditions, specifications, and details. A copy can be obtained at Public Works Division, Engineering Division office.
- Special conditions, specifications, and details, include but are not limited to:
 - Restrictions on heavy construction equipment such as fork lift, boom or crane truck are prohibited on sidewalk pavers.
 - Any work within the public right-of-way of Downtown Burlingame Avenue shall first obtain approval from the Public Works Division through a plan review process prior to start of work. A written request along with required submittals shall be provided to the Public Works Division for review. This plan review process is separate from any building permit plan review. The applicant shall provide, at a minimum, the following submittals:
 - Letter stating the purpose and extent of such work to be performed within and/or affecting the public right-of-way of Downtown Burlingame Avenue;
 - A complete set of drawings showing location of work area, details of proposed work, and restoration of public right-of-way per Downtown Burlingame Avenue special conditions, specifications, and details;
 - Type of equipment use, if any;
 - Tentative construction schedule; and
 - A minimum deposit of \$2,000 may be required at the time of submission for plan review based on project scope and estimated construction cost.