



SIGN APPROVALS

How to apply for a Sign Approval

When will I need a sign approval?

Most requests for new signs are reviewed at staff level. If the signs are in conjunction with new construction or are not in conformance with the Livermore Planning & Zoning Code, Planning Commission review is required.

If the sign is for a space within a shopping center or business park, you should check to see if the center or park has a Master Sign Program (MSP) to which the sign must conform.

How long does the process take?

Many signs reviewed by staff can be approved in four to six weeks. Signs that are reviewed in accordance with the guidelines of a MSP can be approved over-the-counter, or within a day or two. The design review process for signs considered by the Planning Commission takes approximately six to eight weeks. This is determined by the completeness of the application and the Planning Commission schedule. The Commission meets twice a month on the first and third Tuesday of the month.

What Documents do I Submit?

- A completed application form signed by the property owner or the property owner's representative
- Application Fee. Refer to Fee Sheet
- Project Description
- Environmental Assessment Form
- One set of transparencies (if considered by the Planning Commission)
- Site Photographs showing location of signs for existing buildings.
- Colors and Materials Board
- Colored renderings
- 8 copies of complete plan sets
- 5 copies of complete plan sets for Administrative Design Review
- One 8.5" x 11" reduction of all drawings on paper
- One 8.5" x 11" set of transparencies (if considered by the Planning Commission)