**DESIGN REVIEW - SIGNS, AWNINGS, TRASH ENCLOSURES**

Staff Level Design Review is required to erect, reconstruct, alter, relocate or place any sign, awning, or trash enclosure within the City, except as expressly exempted.

ADDRESS/APN OR DESCRIPTION: _________________________________________________________________

DESCRIBE REQUEST: ____________________________________________________________________________

PROPERTY OWNER NAME: _____________________  APPLICANT NAME: __________________________  
Address: ______________________________________  Business Name:  _____________________________  
__________________________________________________________________________________________  Address: ______________________________________
Phone (H): ____________________________________  Phone: _____________________________________  
Phone (W): ____________________________________  E-Mail: _____________________________________  
E-Mail: _______________________________________  Signature: ____________________________________  
Signature: ____________________________________  Date Date

**PROCESS AND TIMELINE**

Within 30 days from submitting your application, you will be notified of the status of your application. To accelerate the review process, all application materials must be submitted. A checklist of required application submittal materials is located on the back side of this application. The time it takes for Planning Division approval greatly depends on whether plans demonstrate compliance with the City’s zoning standards and regulations.

The decision of the Planning Division may be appealed to the Planning Commission within 10 days of the date of decision. For an appeal, the applicant shall pay the required appeal fee.

If your plans are approved, you will be required to submit three (3) complete sets of plans, including all uniform building code requirements, to the Building Division. Building Division review times vary depending on the complexity of the proposal and the current workload. The turnaround time for issuance of a Building Permit increases if additional revisions are required.

**Information on this document is deemed public information; any file maintained for this project is subject to public review**

2019-20 (Revised 07-01-19)
SIGNS/AWNINGS – APPLICATION CHECKLIST

Applications shall contain or have attached thereto the following information:

1. SITE PLANS
   Drawn to scale and fully dimensioned. Two (2) sets of site plans indicating the position of the sign or awning in relation to the structures and other exterior improvements on the same parcel, with the linear frontage of building sides shown.

2. ELEVATIONS
   Two (2) sets of dimensioned elevations with specifications showing the sign(s) and/or awning, method of construction, method of attachment to the building or in the ground and a description of all materials. Plans need not be larger than 8 ½ in. x 11 in. if proper detail is shown. One set of plans must be in color. Samples of materials and colors may be required. Staff will determine if samples are needed following review of your application.

3. PHOTOGRAPHS
   One (1) set of photographs that show the site and location of the proposed sign(s) and/or awning on the site, and each property immediately adjacent to the proposed site for context of placement and evaluation of impact to neighboring properties.

TRASH ENCLOSURE - APPLICATION CHECKLIST

Applications shall contain or have attached thereto the following information.

1. SITE PLANS
   Two (2) sets of a site plans indicating the position of the enclosure in relation to structures and other exterior improvements on the same parcel, especially parking.

2. ELEVATIONS
   Two (2) sets of dimensioned plans, elevations and specifications showing the structure, method of construction, method of attachment to the building or in the ground and a description of all materials. Plans need not be larger than 8 1/2 in. x 11 in. if proper detail is shown. Samples of materials and colors may be required. Staff will determine if samples are needed following review of your application.

ZONING ORDINANCE DEVELOPMENT STANDARDS AND REGULATIONS

San Carlos Zoning Ordinance is available online at: http://www.codepublishing.com/CA/sancarlos/

For regulations on signs refer to Section 18.22 – Signs
For regulations on trash and recycling refer to Section 18.15.110 – Trash and Recycling Collection Areas

ZOOM IN ON ZONING

Zoom In On Zoning is a web-based application designed for the general public. This application provides site-specific information including allowable land uses and standards for development as well as site APN, parcel size, and owner and address on file with the San Mateo County Assessor’s Office. Anyone can access the City’s zoning information from the map-based interface by simply visiting the link below, zooming in and clicking on a parcel, or typing in an address for APN from the search bar.

http://zoning.cityofsancarlos.org

QUESTIONS?

Planning Division (650) 802-4263 or planning@cityofsancarlos.org
Building Division (650) 802-4261 or buildingdivision@cityofsancarlos.org