



# CITY OF PINOLE

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## Community Development Department

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Pinole, CA 94564

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### DESIGN REVIEW: SIGNS

**Design Review** is used to evaluate **new signs for new businesses where the previous use has changed** in Pinole. City staff and the Planning Commission review proposed signs to insure visual compatibility with the surrounding development. Size, colors, and materials are evaluated for each sign proposal. Consideration of a design review application is a discretionary act. Approval is determined through a public hearing process with the Planning Commission.

#### Process

Once the application is deemed complete, it is reviewed by City Staff and is scheduled for the Planning Commission (PC). *Please Note: This review and approval is separate from the Building Permit process.*

#### Materials Required for Sign Design Review

- Completed Planning Application Form
- Fee: \$484
- Fee: \$150 fee for sign to be posted on site
- Fee: \$100 mailing fee
- Mailing labels for property owners and residents within 1000 ft. radius of the subject site
- Site Plan with building dimensions
- Rendering of the proposed sign
- Photo simulation of the sign on the building
- Exterior Elevations
- Electronic version of the plans (pdf or jpeg)
- Ten (10) sets of 11x17 plans
- Color Board
- Other information the Planner or Planning Commission determines necessary to evaluate the proposed project (Ord. 564 §1(part), 1994)

To avoid project delays, all materials are required to deem the application complete and ready for review. If there are any questions, please contact the Planning Department at (510) 724-8912. Please refer to Chapter 17.35 of the Zoning Ordinance for further details.