

**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION**
12700 NORWALK BOULEVARD
NORWALK, CA 90651-1030
(562) 929-5744 Voice (562) 929-5584 Fax

SIGN USE PERMIT SUBMITTAL REQUIREMENTS

1) INTRODUCTION

In order to provide the Community Development Department and the Planning Commission with an accurate and detailed description of your proposed project, the information listed below will be required upon submittal of your Sign Use Permit (SUP) application. Since all projects are unique, additional information may be deemed necessary depending on the project's location, size, complexity and surrounding environment. If you have questions regarding the applicability of any of these submittal requirements or if additional information will be required for your particular project, contact the Planning Division at (562) 929-5744 for clarification.

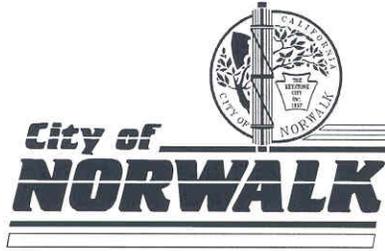
2) REQUIRED SUBMITTAL INFORMATION

- A.** A completed, signed and notarized ***General Planning Application***.
- B.** The ***Sign Use Permit Application Fee*** (See Fee Schedule).
- C.** A completed and signed ***Discretionary Planning Project Categorization Checklist***.
- D.** A completed and signed ***Party Disclosure Form***.
- E. *Public Hearing Information.***
 - 1) Provide a property ownership list (as taken from the latest Los Angeles County Equalized Tax Roll List) of all the legal property owners within three hundred feet (300') of the exterior boundaries (property lines) of the subject property/properties involved in this Sign Use Permit (see format in attached example). A minimum of two (2) sets of typed, gummed, mailing labels on 8-1/2" x 11" sheets must be provided. On each gummed mailing label, type the assessor's parcel number, legal property owner's name, address, city, state and zip code (in that order). The latest Los Angeles County Equalized Tax Roll List may be obtained at *1401 Willow Street, Signal Hill, CA (Telephone No. (562) 256-1701)*. A title company can also prepare this information if you are unfamiliar with preparing public hearing notice information.
 - 2) Provide a copy of each page of the latest Los Angeles County Equalized Tax Roll List from which each legal property owner's name and address was derived. In addition, highlight each property owner that will be noticed from each page.
 - 3) Provide a scaled radius map drawn on each assessor's parcel map book page that delineates all of the properties that have been identified within three hundred feet

(300') of the subject property/properties that are a part of this Sign Use Permit application (see attached example).

- F. A completed **Project Narrative Questionnaire** signed by the project developer/sponsor (see attached form).
- G. A detailed **Site Plan** of the project location that illustrates the following information:
- 1) The property owner's/project sponsor's name address and phone number on each plan sheet.
 - 2) The project address on each plan sheet.
 - 3) The scale that your plans were drawn. Please note, no plans may be drawn in a scale less than 1/8"=1'-0."
 - 4) Provide a north arrow on your plans.
 - 5) All property lines and lot dimensions.
 - 6) All existing on-site buildings and structures.
 - 7) The location of all new and existing wall and freestanding signs on the property.
 - 8) All existing wall and freestanding signs that will be removed from the property, if any.
 - 9) For all detached, freestanding, signs, specify their setbacks from the adjacent property lines.
 - 10) Specify the location of all detached, freestanding, signs that are located within a landscape planter. In addition, specify the length and width of each landscape planter affected by the new signage.
 - 11) Identify the location, setbacks, height and area of all existing, detached, freestanding signs that are located immediately contiguous to the subject property.
 - 12) Specify the location of all on-site driveways and identify their distances from all new and existing detached, freestanding, signs.
 - 13) For new detached, freestanding, signs, identify all existing parking spaces, structures and landscape planters that will be removed, altered or relocated to accommodate the new signage (if applicable).
- H. For all new, detached, **Freestanding Signs**, provide the following information:
- 1) A fully dimensioned elevation of each sign.
 - 2) The maximum height (from finished grade), width and area of all freestanding signs.
 - 3) Specify all building materials and colors to be used on the sign.
 - 4) For a multi-tenant development, specify the height, width and area of each tenant sign panel on the freestanding sign. In addition, specify the total number of tenant panels on the sign.
 - 5) Specify all proposed letter/font styles and colors to be used on the freestanding sign. In addition, identify all tenant panel background colors.
 - 6) Provide a color number and material sample of all proposed colors to be used on the freestanding sign.
 - 7) Provide a detail of all direct or indirect illumination of the sign.
 - 8) Specify if the freestanding sign will be fixed or revolve in any manner. Will the sign allow for changeable copy (i.e., reader boards)?
- I. A **Conceptual Landscape and Irrigation Plan** around the base of all new detached, freestanding, signs.
- J. **Master Wall-Sign Program** (in an indexed booklet format) that incorporates the following information:
- 1) All of the information listed above in Sections "A" through "G."

- 2) Building elevations and a site plan for each on-site building (with a reference key) that identifies the exact placement of all tenant wall signage within a multi-tenant development.
- 3) Identify the criteria to be used for determining "major" and "minor" tenants. Also, specify all tenant signage criteria differences (if any) between "major" and "minor" tenants.
- 4) For all tenant wall signs, provide the following specifications:
 - a) The type of tenant wall sign (i.e., channel letters, cabinet signs, etc.) to be affixed to the building face.
 - b) Specify if there will be one or two rows of signage text permitted along each tenant frontage. If more than one row is proposed, specify the maximum wall sign height between the top and bottom row of letters.
 - c) Indicate the minimum and maximum letter height, sign length and area permitted for each tenant wall sign. In addition, provide a formula to calculate how the maximum signage length and area shall be determined for each tenant suite.
 - d) Specify the proposed letter/font style(s) to be used on all tenant wall signs. In addition, provide a sample of each font style proposed.
 - e) Identify all proposed wall sign letter colors and materials. Provide a sample of each proposed letter color, including the color number and manufacturer.
 - f) If applicable, specify the proposed background color for all tenant "Can" Sign panels. In addition, provide a color sample of each proposed background color, including the color number and manufacturer.
 - g) Specify the maximum number of wall signs permitted for each tenant and how this will be determined.
 - h) Indicate the maximum permitted height, width, and area for all wall mounted business logos. Specify if the logos are to be counted toward each tenant's maximum permitted wall signage.
 - i) All illumination and tenant wall sign mounting details.
 - j) All proposed "under canopy" signs, window signs, painted signs, roof signs nameplates etc. Specify all proposed sign areas, locations, heights, lengths, letter/font styles, colors etc.
 - k) Will businesses with a nationally registered trademark be exempted from any of the provisions of the proposed Master Wall Sign Program? If so, please specify which provisions (if any).
 - l) For all existing wall and freestanding signs that are being replaced through a new master sign program, provide an amortization schedule for bringing the old, on-site, signage into compliance with the criteria of the new master sign program. In addition, specify who will be responsible for the replacement of all such signage.
 - m) Designate who will be responsible for maintaining and repairing all tenant wall signs. Provide a contact name, address, and phone number.
 - n) Identify who will be responsible for removing all tenant wall signs. Provide a contact name, address and phone number.
- 5) Specify all prohibited signs.
- 6) The criteria for temporary and "grand opening" signage.
- 7) When a building and/or electrical permit is required for new tenant wall signs.
- 8) Include the name, address, and phone number of the sign company preparing the master sign program.



SIGN USE PERMIT NARRATIVE QUESTIONNAIRE

Please complete the entire application with detailed responses. Please include additional sheets to answer each question, if necessary. All answers must be typed or neatly printed.

1. Discuss the purpose for the proposed Sign Use Permit.

2. For all new, detached, freestanding signs, please describe how each sign will architecturally/aesthetically complement the existing/new architecture of the on-site building(s). What type of architectural enhancements have been incorporated on each sign to make it site specific to the development it represents?

CERTIFICATION

I certify the forgoing responses are true and correct to the best of my knowledge and belief.

Name

Signature

Date