



## **SIGN PERMIT**

The sign ordinance was established to prevent the unnecessary proliferation of signs throughout the city, thereby protecting the property values, safety, and quality of life in the area. Please refer to the City's sign code ordinance, Chapter 17.75 of the city's municipal code for specific sign regulations. Please contact a Planner at (310) 544-5228, if you have any questions regarding the city's sign regulations or questions regarding this application.

In order to process this application without delay, please submit the following materials:

- One (1) sign permit application signed by the applicant and property owner.
- One (1) electronic copy (PDF) of a site plan and elevations showing the location of all existing and proposed signs and their relation to adjacent buildings or structures. Signs must be labeled existing or proposed or otherwise be clearly distinguishable.
- One (1) electronic copy (PDF) of a sign plan identifying colors, design, and dimensions of all proposed signs.

If a Sign Permit Application requires review by the Planning Commission, the following must be submitted:

- One (1) electronic copy (PDF) of a "vicinity map", prepared to scale, which shows all neighboring properties within a 500-foot radius of the subject property (applicant). The "Vicinity Map" must be prepared exactly as described in the attached instruction sheet.
- Two (2) sets of self-adhesive mailing labels and one (1) photocopy of the labels which list the property owner of every parcel which falls within a 500-foot radius of the subject property (applicant). The name and address of every property owner (including applicant) and the local Homeowners' Association, if any, must be typed on 8 1/2" X 11" sheets of self-adhesive labels. The mailing labels must be keyed to the corresponding lots, as shown on the vicinity map described above. The property owners mailing list must be prepared exactly as described in the attached instruction sheet. If the property owner's mailing list is not prepared by a Title Company or other professional mailing list preparation service, the applicant must sign and submit the attached "Certification of Property Owners Mailing List" form.

### **Filing fee<sup>1</sup>**

In addition to the filing fee, a Trust Deposit may be required if Traffic Engineer review is required.

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<sup>1</sup> Please refer to the City's [Master Schedule of Fees](#) for Planning Division application fees.

**SIGN PERMIT APPLICATION NO.** \_\_\_\_\_

**APPLICANT/CONTRACTOR:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Project Address: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Length of Storefront(s): \_\_\_\_\_

**LANDOWNER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**1. Quantity, Dimensions and Nature of Proposed Signs:**

Quantity	Dimensions (Width X Length X Total Height X)	Permanent or Temporary	Temporary duration

**2. Number and Dimensions of all Existing Signs:**

Quantity	Dimensions

**3. Briefly describe the purpose and need for each proposed sign.**


**4. Unless shown on attached 8 ½" x 11" plan, indicate Sign Copy.**

I certify that the information and materials contained in this application are accurate and complete.

\_\_\_\_\_  
Signature of Landowner (REQUIRED)

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Date: \_\_\_\_\_