



DESIGN COMMISSION – SIGN ONLY APPLICATION

I. INTRODUCTION: The City's Sign Ordinance is designed to maintain and improve the aesthetic appearance of Foothill Boulevard for the benefit of merchants and the community at large. Any sign that is new, or an existing sign which is to have a change of copy, color, material, size, or location must receive approval from the Director of Community Development, the Design Commission, or the Planning Commission before the sign is installed. Temporary or promotional banners must be approved by the Director of Community Development prior to installation. All regulations and standards for signs are contained in the City's Sign Ordinance. Please contact the Planning Department at (818) 790-8881 to obtain a copy of the Ordinance in order to be aware of the City's sign regulations before preparing your sign proposal.

This guide and the attached forms identify the information which you must provide to the City before a decision can be made on your sign request. You are also encouraged to contact the Planning Department if you have any questions about your project or the application process.

II. APPLICATION REQUIREMENTS: The following items are required to be submitted to the Planning Department when applying for sign review:

- A. **Project Application Form (Attached)** - including a description of the proposed sign, information about the site and proposed signage, and an original signature from the property owner (forms attached)
- B. **Sign Review Supplemental Application (Attached)** including the Business Owner's and Property Owner's Affidavit (form attached)
- C. Nine (9) copies of a **site plan**, drawn to scale, for permanent signs (see attached example); two (2) copies for temporary/promotional signs.
- D. Nine (9) copies of an **elevation plan**, drawn to scale, of the building or lease area on which the sign is to be mounted; two (2) copies for temporary/promotional signs.
- E. Nine (9) copies of **sign plan**, drawn to scale, for all signs existing and proposed. Two (2) copies for temporary/promotional signs.

NOTE: Please collate and fold all plans approximately 9" x 12"

F. **For permanent signs only:**

- i. One (1) set of photographs of existing surrounding signs.
- ii. Color and materials samples for all elements of the sign.
- iii. Method of attachment to structure, ground, window, etc.

G. **An application fee.** The amount is established by the current fee schedule adopted by the City Council (see below). Checks should be made payable to the City of La Canada Flintridge.

III. PROCESSING YOUR APPLICATION:

A. **Pre-Application Review.** A preliminary meeting with the Planning Staff is recommended, though not required. The meeting gives you and Staff a chance to review your project and the applicable policies and standards.



DESIGN COMMISSION – SIGN ONLY APPLICATION

Note: Businesses which display promotional signs/banners more than once per year should review a proposed annual schedule with Planning Staff, as there are limitations on the total number of days temporary signs can be displayed.

- B. **Application Submittal.** After you have prepared your plans and filled out the application and supplemental forms, bring them, with the required fee, to the Planning Department. You will receive a case number for your project and a receipt for your fee payment.
- C. **Staff Review of Application for Completeness.** The Planning Staff will advise you if the application packet is missing any required information. When the packet is complete, a date is set for review of your proposal.
- D. **Administrative Review/Temporary and Promotional Signs Only:** Staff will examine the applications materials, including plans, installation schedule, and other information, and may visit the site.
- E. **Design Commission Review/All Other Sign Proposals:** Staff will review all application materials and information, including your plans, and will make one or more site visits. Staff will present comments to the Committee, which will review your proposal and may recommend changes.
- F. **Decision on Request.** Temporary and promotional signs may be approved, approved with conditions or forwarded to the Architectural Review Committee. Signs reviewed by the Design Commission may be approved, approved with conditions, forwarded to the Planning Commission with a recommendation, or denied.
- G. **Appeal.** If you or someone interested in the project disagrees with the decision, an appeal can be filed with the City. Information regarding the appeals process is available at the Planning Department.

IV. FEES:

Sign Review: \$390.00



DESIGN COMMISSION – SIGN ONLY APPLICATION

DR#

City Date Stamp

V. SUPPLEMENTAL QUESTIONS:

A. Location of Property (Street Address): _____

Assessor's Parcel Number _____ Nearest Cross Street _____

B. Zoning: _____ C. Area of Site: _____ sq. ft. _____ acres

D. Project Description:

E. Applicant: _____

Name Telephone No. Fax No.
Street Address City, State Zip Code

F. Property Owner: _____

Name Telephone No. Fax No.
Street Address City, State Zip Code

G. Others (optional): _____

Name Telephone No. Fax No.
Street Address City, State Zip Code

H. Property Owner's Affidavit

I (We), _____ hereby declare that I (We) am (are) owner(s) of the property involved in this application, and that all statements, answers and information submitted in support of this application are true and correct to the best of my (our) knowledge and belief.

Property Owner's Signature(s) _____ Date _____



DESIGN COMMISSION – SIGN ONLY APPLICATION

I. PROJECT DESCRIPTION

1. Address of Property: _____
2. Business Name: _____
3. Name of Applicant: _____
4. Zoning of Property: _____
5. Length of Building or Occupancy Frontage: _____

J. DESCRIPTION OF SIGNS:

1. List dimensions and areas of the signs being applied for:
 Height: _____ Width: _____ Area: _____ Depth: _____
 Height: _____ Width: _____ Area: _____ Depth: _____
 Height: _____ Width: _____ Area: _____ Depth: _____
 Height: _____ Width: _____ Area: _____ Depth: _____
2. Lettering on Sign will read: _____
3. Type of sign applied for: (Check all that apply)

Promotional:		Civic Event:		Subdivision:	
Temporary:		Wall:		Awning:	
Monument:		Other:			

4. Will the sign be lighted? _____ How? _____
5. Are there existing signs to remain on site? Yes__ No__
6. Describe the colors and materials to be used for the sign:

K. PROMOTIONAL AND TEMPORARY SIGNS ONLY:

1. Proposed dates for sign: _____
2. Total number of days: _____



DESIGN COMMISSION – SIGN ONLY APPLICATION

- 3. Dimensions: _____
- 4. Sign will read: _____
- 5. Dates & No. of days of promotional signing within the last year:

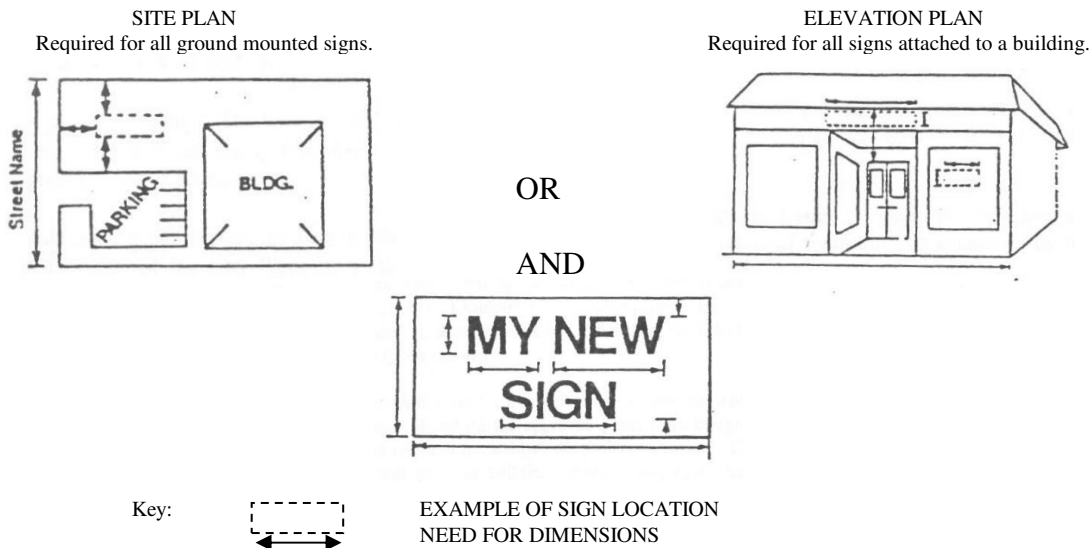
L. BUSINESS OWNER'S AFFIDAVIT As owner of the above described business, I/we affirm that the statements and answers contained herein and on the Project Application Form, and the information and plans submitted are in all respects true and correct to the best of my/our knowledge and belief.

Executed this _____ day of _____, 20____

 Business Owner's Signature

EXAMPLES

The following are the minimum requirements for sign plans; you may also include any other information which is relevant. Plans shall be drawn to a readable scale.



If the sign is ground mounted, a site plan is needed to indicate the proposed location of the sign. If the sign is to be attached to a building, an elevation plan is needed to indicate where the sign will be located and how it fits the architectural style of the building. Both types of plans may be necessary if there is more than one type of sign.

Sign plans must show exact letter style, size, colors and materials proposed to be used for the sign.