



City of La Mirada
Community Development Department
13700 La Mirada Boulevard
La Mirada, CA 90638
(562) 943-0131

F o r S t a f f U s e		
Filing Date	_____	<input type="checkbox"/> Site Plan (3 copies)
Fee Amount	\$ _____	<input type="checkbox"/> Elevations (3 Copies)
Receipt No.	_____	<input type="checkbox"/> Sign Detail (3 Color Copies)
By	_____	Sign Program YES <input type="checkbox"/> NO <input type="checkbox"/>
		Zoning District _____

SIGN REVIEW APPLICATION

GENERAL INFO	BUSINESS NAME	ASSESSOR'S PARCEL NUMBER (S)	ZONING
	BUSINESS ADDRESS		GENERAL PLAN DESIGNATION
	APPLICANT NAME (Please print)	BUSINESS PHONE	HOME PHONE
	APPLICANT ADDRESS	CITY	STATE ZIP
	APPLICANT REPRESENTATIVE (Please print)	BUSINESS PHONE	HOME PHONE
	APPLICANT REPRESENTATIVE ADDRESS	CITY	STATE ZIP

PROJECT INFORMATION	LINEAR FEET OF BUSINESS FRONTAGE	
	DESCRIPTION OF EXISTING SIGNAGE	IS THERE A SIGN PROGRAM? <input type="checkbox"/> YES <input type="checkbox"/> NO
	DESCRIBE PROPOSED SIGN 1 <input type="checkbox"/> Wall Sign (<input type="checkbox"/> Channel Letters; <input type="checkbox"/> Can Sign <input type="checkbox"/> Foam <input type="checkbox"/> Plastic) <input type="checkbox"/> Window Sign <input type="checkbox"/> Monument Sign (<input type="checkbox"/> Individual Business; <input type="checkbox"/> Integrated Dev.) <input type="checkbox"/> Pylon Sign (<input type="checkbox"/> Individual Business; <input type="checkbox"/> Integrated Dev.)	DESCRIBE PROPOSED SIGN 2 <input type="checkbox"/> Wall Sign (<input type="checkbox"/> Channel Letters; <input type="checkbox"/> Can Sign <input type="checkbox"/> Foam <input type="checkbox"/> Plastic) <input type="checkbox"/> Window Sign <input type="checkbox"/> Monument Sign (<input type="checkbox"/> Individual Business; <input type="checkbox"/> Integrated Dev.) <input type="checkbox"/> Pylon Sign (<input type="checkbox"/> Individual Business; <input type="checkbox"/> Integrated Dev.)
	VERTICAL DIMENSION	VERTICAL DIMENSION
	HORIZONTAL DIMENSION	HORIZONTAL DIMENSION
	HEIGHT (GROUND SIGN ONLY)	HEIGHT (GROUND SIGN ONLY)
	SQ. FOOTAGE	SQ. FOOTAGE
	LIGHTING	LIGHTING
	MATERIALS	MATERIALS
	FOUNDATION (IF APPLICABLE)	FOUNDATION (IF APPLICABLE)
	COLOR	COLOR

CERTIFICATE AND AFFIDAVIT OF APPLICANT: I certify that all statements made on this sign application and attached sign plans are true and complete to the best of my knowledge. I understand that any false statements may result in denial of the requested sign(s) or revocation of any issued permit. I further certify that I am, or have permission by the property owner or his or her agent, to install a sign on the property in which the sign is located.

 APPLICANT SIGNATURE

 DATE

SIGN REVIEW INSTRUCTIONS

Signs are a vital part of any city. The City's sign regulations were established based on the idea that signs are intended to identify businesses, direct customers and to direct public safety services, but not to advertise. When signs are too numerous or too big, they can harm the character of a neighborhood, a shopping center or the entire City. The purpose of a sign review is to ensure compliance with the provisions of the City's rules and regulations. Please complete the Sign Review Application and submit plans to the Community Development Department. All plans must be submitted on sheets no less than 8 ½" x 11" in size. Plans must be legibly drawn in ink, showing dimensions of all signage. Plans shall be assembled in three (3) complete sets including property management/property owner signature.

SIGN REVIEW PROCESS

1. Review sign codes or Sign Program that apply to the property*
2. Prepare a sign plan.
3. Obtain property owner/manager approval.
4. Complete a Sign Review Application.
5. Pay the sign review fee.
6. Submit the sign plan to the City for review.
7. A Community Development staff member will visit the site for review.
8. Upon approval, your contractor shall obtain a permit from the Building & Safety Department.
9. Changes may be required for approval.

PLANS SHOULD INCLUDE

1. Identification of all property lines.
2. Full dimensions of buildings.
3. Exact location and dimensions of all existing and proposed signs for the business/center.
4. Lineal feet of building frontage.
5. Provide colors and materials of proposed signs.

GENERAL GUIDELINES OF CITY SIGN CODE*

- Permitted Number of sign and maximum size area is referenced on Table 21.76.070
- For building-attached signs, the sign area shall not cover more than 20% of the wall area to which it is attached.
- Signs shall be internally illuminated or non-illuminated. External illumination may be permitted only with specific authorization of the Community Development Director.
- Wall signs shall not project more than 18 inches from the building wall, and the sign length shall not exceed 75 percent of the building frontage on which it is located.
- Signs on Building that are part of an approved Sign Program shall comply with the program requirements.

FREQUENTLY ASKED QUESTIONS

Q. Do I need approval to install a sign?

A. It is required that all signs be reviewed. Sign permits are required for any sign proposed in the City. A signage plan, with the required City approvals, must be submitted with Building & Safety permit application.

Q. Do I need approval to change a sign?

A. It is required that all changes to existing signs be reviewed. A signage plan, with the required City approvals, must be submitted with Building & Safety permit application.

Q. Can I have a temporary banner?

A. A commercial business may apply for a Temporary Sign Permit which are allowed for 84 days of the entire calendar year not to exceed 14 days per permit. No more than 6 periods of temporary advertising shall be permitted. You may apply for this permit at the Business License counter.

Q. What hours can I do this?

A. The Planning Division is open from 7:30 a.m. to 5:30 p.m. M-Th. and alternate Fridays from 7:30 a.m. to 4:30 p.m. Building & Safety is open from 8:00 a.m. to 12:00 p.m. M-Th. and alternate Fridays.

**Please review Chapters 21.76 (Signs) of Title 21 of the City's Municipal Code prior to submittal.*