



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		
File Date	_____	<input type="checkbox"/> Fee
Fee Amount	_____	<input type="checkbox"/> Site/Elevations
Receipt No.	_____	<input type="checkbox"/> Sign Details
By	_____	Zone: _____
Sign Program YES <input type="checkbox"/> NO <input type="checkbox"/>		

SIGN DESIGN REVIEW APPLICATION

G E N E R A L I N F O	BUSINESS ADDRESS		IS LOCATION WITHIN A MULTITENANT CENTER? <input type="checkbox"/> YES <input type="checkbox"/> NO		
	BUSINESS NAME		NAME OF MULTI-TENANT CENTER		
	APPLICANT NAME (Please print)		PHONE NUMBER	EMAIL	
	APPLICANT ADDRESS		CITY	STATE	ZIP
	APPLICANT SIGNATURE (Required)		DATE		
	PROPERTY OWNER NAME (Please print)		PHONE NUMBER	EMAIL	
	PROPERTY OWNER ADDRESS		CITY	STATE	ZIP
	PROPERTY OWNER SIGNATURE (Required)		DATE		

PROPOSED WALL / WINDOW SIGN(S)							
P R O J E C T I N F O	SIGN TYPE (Channel Letter, Can, Plastic / other Material, Window)	SIGN AREA SQ. FT. (box in outer limits of sign)	WINDOW AREA SQ. FT. (if window signs proposed)	LOCATION	BUSINESS FRONTAGE (Linear feet)	TYPE OF ILLUMINATION	
PROPOSED FREESTANDING SIGN(S)							
P R O J E C T I N F O	SIGN TYPE Monument, Pylon, other	SIGN AREA SQ. FT.	HEIGHT FT.	LOCATION	STREET FRONTAGE (Linear Feet)	TYPE OF ILLUMINATION	

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 property owner's 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 11" x 17" in size. Plans must be legibly drawn in ink, showing dimensions of all signage. Plans shall be assembled in two (2) complete sets including property management/property owner signature/approval for Planning Division review.

SIGN REVIEW PROCESS

1. Review Chapter 21.76 (Signs) of Title 21 of the City's Municipal Code, Imperial Highway Specific Plan, 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 Planning Division sign review fee.
6. Submit the sign plan to the Planning Division review/approval.
7. Upon Planning Division approval, the Applicant shall submit the Planning Division approved set of sign plans to Building and Safety Plan Check.
8. Upon Building and Safety Plan Check approval the sign contractor shall obtain a permit from the Building & Safety Division.

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. Architectural elevations with the proposed sign(s).
5. Lineal feet of building frontage.
6. Provide colors and materials of proposed signs.
7. Vicinity Map.

FREQUENTLY ASKED QUESTIONS

Q. Do I need approval to install or change signs?

A. It is required that all signs be reviewed. Sign permits are required for any sign proposed in the City. A sign plan with the required City application shall be submitted for review.

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 until 4:30 p.m. Permit issuance hours are between 8:00 a.m. to 4:30 p.m. M-Th. and alternate Fridays until 3:30 p.m.