

**CITY OF PALOS VERDES ESTATES
SIGN PLAN SUBMITTAL FORM**

Date: _____ Misc. Receipt #: _____ Fee: _____		
Site Address: _____		
Legal Description:	Lot: _____	Block: _____ Tract: _____
Applicant: _____		
Address: _____		
E-mail: _____		
Phone #:	_____	Fax #: _____
Owner: _____		
Address: _____		
Phone #:	_____	Fax #: _____
Name of Business: _____		
Nature of Business: _____		

Proposed wording for sign : _____		

TOTAL SIGN SIZE: Length of building footage: _____ ft.
Maximum allowable sign size: _____ sq.ft.
(Equals 1/2 the building frontage, but not to exceed 50 sq.ft.)
Proposed sign size: _____ sq.ft.

LETTERING: Height: _____ inches Width: _____ inches
(Maximum size of any letter, number or logo is six (6) inches maximum for height and width in the City Municipal Code.)

WINDOW SIGNS: Total window area (facing public right-of-way) _____ sq.ft.
Size of proposed sign: _____ sq.ft.
Total area of existing signs _____ sq.ft.
Percentage of window area to be covered by signs _____ %

- SUBMITTAL:**
- 1). Completed Sign Plan Submittal Form with the application fee.
 - 2). If submittal is a non-standard sign - Complete the above form with the application fee.
 - 3). Completed Owner's affidavit attached.
 - 4). One copy of scaled drawings (minimum scale 1/8" = 1" of proposed sign) with elevation drawings of building showing all sides that face public right-of-way with location of sign indicated.

STAFF APPROVAL: _____ **DATE:** _____

OWNER'S AFFIDAVIT

State of California
County of Los Angeles

I, (We,) _____ hereby declare under the penalty of perjury, that I (We) am (are) the owner(s) of the property involved in this request and that the foregoing statements and the information submitted herewith are true and correct.

Owner(s) _____

	Signature	Signature
Address	_____	

Telephone (____) _____ (____) _____

Subject Address: _____ Legal Description: _____

Subscribed and sworn to before me this ____ day of _____, 20__.

Notary Public

TO ALL APPLICANTS

Employees of the City of Palos Verdes Estates will give every possible assistance to anyone who desires to utilize the remedies provided by the City's zoning ordinance. However, the burden of proof is on the applicant to make the showing necessary before any of the described permits can be granted. Also, there is no guarantee - expressed or implied - that any permit will be granted by whatever agency or individual has authority in the matter.

The applicant shall understand also that each matter must be carefully investigated and, after a staff investigation has been made or a public hearing has been held, the staff's recommendation or decision may be contrary to a position taken in any preliminary discussions.

The staff is not permitted to assist the applicant or any opponents of any applicant in preparing arguments for or against a request. I have read the forgoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

Applicant/Owner Signature

Date

18.12.050 Signage requirements.

A. Permitted Signs.

1. It is required that all exterior exposed signs located in the commercial zones relate to and be compatible with the character and architectural style of the related structure and surroundings.
2. To ensure compatibility, no new sign may be erected nor may any existing sign be remodeled or changed unless a permit to undertake such work is first obtained. If the proposed sign meets all of the standards set forth in this section, a permit shall be issued by the building official or his or her designee. If the proposed sign fails to comply with any standard set forth in subsection B of this section, a permit may be issued by the planning commission only upon a finding that the proposed sign is compatible with the character and architectural style of its proposed surroundings, including but not limited to the structure or area on which it is to be placed.
3. The signage requirements of this section apply to any lawfully erected sign, structure, housing, device, figure, statuary, painting, display, message, placard or other contrivance which has been designed, constructed, crafted, intended or engineered to advertise, or to provide data or information in the nature of advertising, for the following purpose: to designate, identify, or indicate the name or business of the owner or occupant of the premises upon which the lawfully erected advertising display is located for commercial purposes.

B. One business identification sign shall be allowed for each business and must meet the following requirements and standards:

1. Said sign may be placed on a wall, canopy, in a window, or other location approved by the decisionmaking body;
2. Said sign shall not exceed one-half square foot in sign area for each linear foot of building frontage it identifies, not to exceed fifty square feet, and may be permitted only on the side of the building that faces a public right-of-way;
3. Canopy signs shall not project beyond the vertical face of the awning or canopy;
4. The maximum size of any letter, number or logo shall not exceed six inches in height or width;
5. Signs may be lighted. However, no signs shall be devised or constructed so as to rotate, blink, flash, emit smoke or fumes, or move in any fashion;

6. Signs shall be restricted to advertising only the person, firm, company or corporation operating the use conducted on the site or the products or commodities sold or services provided. Signs shall not be allowed to advertise the products sold or prepared or the individual services performed on the premises unless the products or services are an integral part of the business;

7. Colors used in signs shall be compatible with the related structure and surroundings;

8. No roof-mounted signs shall be permitted. In addition, no wall signs shall project above the roofline of any building.

C. Illumination of signs is permitted in accordance with the following provisions: the light from any illuminated sign shall not be of an intensity or brightness greater than two foot-candles above ambient lighting, as measured at the property line of the nearest residentially zoned property.

D. Signs that have blinking, flashing or fluttering lights or other illuminated device which has a changing light intensity, brightness or color and beacon lights are not permitted.

1. In any commercial zone, illuminated signs, if used, shall be white, amber or light-toned in color.

2. Colored lights that, in the sole opinion of the city, could be confused with or construed as traffic-control devices are prohibited.

3. Neither the direct nor reflected light from primary light sources may create a hazard to operators of motor vehicles.

E. Temporary Signs. Signs of a temporary nature displaying products, commodities and/or activities must be placed inside of windows only. The total of all signs must not cover more than twenty-five percent of the total window area facing a public right-of-way. Temporary signs may not be posted for a period in excess of sixty days. No temporary signs may be illuminated, animated or lighted. Temporary signs may not be placed inside a window more than sixty days in any one calendar year.

F. The following signs are exempt from the regulations of these standards:

1. Signs of a noncommercial nature and in the public interest, erected by or on the order of a city employee in the performance of his or her public duty, such as public notices, safety signs, danger signs, trespassing signs, traffic and directional signs, and the like;

2. Names of buildings, dates of erection, monumental citations, commemorative tablets, memorial plaques, signs of historical interest and the like, when carved into stone, concrete or similar material or made of bronze, aluminum or other permanent-type material and made an integral part of the structure.

G. Maintenance – Alteration and Relocation.

1. Every sign shall be maintained in a safe, presentable and good condition, including the replacement of defective parts, painting, repainting, cleaning and other acts required for the maintenance of such sign.
2. No existing sign shall be altered, moved or relocated unless the sign complies with all other provisions of this section, is altered so as to comply therewith, or obtains a permit from the planning commission in accordance with subsection (A)(2) of this section.
3. Sign changes or alterations shall be deemed to include any change of all or a portion of the copy or sign face, message or sign legend, except those changes which are for maintenance or are part of the normal function of the sign.

H. The following signs are prohibited:

1. Signs which contain statements, words, pictures or other representations which violate the state of Cal. Pen. Code § 311 et seq.;
2. Signs which contain or are an imitation of an official traffic sign or signal or contain the words “stop,” “go,” “slow,” “caution,” “danger,” “warning,” or similar words, except construction signs and barricades, and except when these words are incorporated in the permanent name of the business;
3. Signs which advertise an activity, business or service no longer conducted or provided on the premises forty-five days after such discontinuance or abandonment;
4. Signs which move in any manner, have any portions which move, or have the appearance of moving, except for clocks, time and temperature and similar public service signs;
5. Signs which contain or consist of posters, pennants, banners, ribbons, streamers, spinners or other similar devices are prohibited except as otherwise permitted in these standards;
6. Signs which are portable, folding or similar signs, except as permitted for service station and automobile washing uses;
7. Signs which are displayed on the exterior of a building and are made of materials which are impermanent and will not withstand exposure to the weather, except as specifically authorized in these standards.

I. Inventory and Abatement of Illegal and Abandoned Signs.

1. Every illegal or abandoned sign identified in the inventory, and every illegal or abandoned sign thereafter identified, shall be deemed to constitute a public nuisance.

2. The director is authorized to abate all illegal or abandoned signs pursuant to the procedures set forth in Chapter 17.32 PVEMC or, alternatively, pursuant to the California Outdoor Advertising Act. (Ord. 700 § 2 (Exh. 1), 2012; Ord. 583 §§ 1, 2, 3, 1995; Ord. 496 § 7, 1989)