



## INSTRUCTIONS

The City of West Hollywood has developed a sign ordinance that regulates all signage in both commercial and residential zones. Most signs, including all permanent signs advertising a business, are subject to a sign permit issued by the Community Development Department. Table 3-12, attached to this packet, provides the basic and most frequently needed sign requirements. Further regulations may be found in the Zoning Ordinance, Chapter 19.34 - "Sign Standards".

The City has also adopted Sign Design Guidelines to guide applicants towards signage that is more appropriate to meet the City's urban design goals. In addition to the regulations, these guidelines should be considered when preparing your sign proposal.

**Please Note:** Cabinet (can) signs are not permitted for any sign in any zone. A cabinet sign is defined as "a sign that contains all the text and/or logo symbols within a single enclosed cabinet and may or may not be illuminated."

### APPLICATION CHECKLIST

A sign permit that can be reviewed and approved by the Community Development Director requires submittal of the following:

- A completed Planning Division Permit Application
- A completed Sign Permit Application Supplement
- Three copies of site plan and elevations, at 11" x 17", fully dimensioned and drawn to scale indicating the following:
  - Boundary line of the subject property
  - Property dimension of street frontage and side streets
  - Size and location of existing signage and proposed new signage
  - Dimensions of building wall area on which sign is to be located (if applicable) shown in square feet
  - Height of proposed sign from grade level
  - Location of sign in relation to development and property lines
  - Location and size of any existing sign(s) to remain
  - Description of letters and background area by name and sample
- One CD with architectural drawings, renderings, simulations in pdf format; photos in jpeg format.

FAILURE TO FULLY COMPLETE THE APPLICATION AND SUBMIT REQUIRED SITE PLANS MAY CAUSE YOUR APPLICATION TO BE DEEMED **INCOMPLETE** AND WILL DELAY THE ACCEPTANCE AND PROCESSING OF THE APPLICATION.



# Planning Division Permit Application

**PERMIT NUMBERS:**

**PROPERTY INFORMATION:**

STREET ADDRESS \_\_\_\_\_

PRESENT/LAST USE OF PROPERTY \_\_\_\_\_

**PROJECT PROPOSAL**

Summarize the project below or attach a narrative on additional pages that describes:

1. Demolition of structures and new construction (in square feet for commercial; number of units for residential).
2. Proposed use or activities.
3. For map or text amendments, include a specific proposal for new language and a statement as to how the amendment is consistent with the General Plan. The statement should cite specific sections in the General Plan.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PROPERTY OWNER**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

**APPLICANT** (If different than property owner)

(This is the person who will be contacted regarding this application. This person will be named as the applicant in all documents relating to the permits.)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

**LEGAL DESCRIPTION:**

Assessor's Parcel Number - Book: \_\_\_\_\_ Page: \_\_\_\_\_ Parcel: \_\_\_\_\_ INIT \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_



### SIGN INFORMATION

A. LENGTH OF PRIMARY (LONGEST) BUILDING FRONTAGE (STREET FRONTAGE FOR THIS ESTABLISHMENT ONLY) \_\_\_\_\_

B. AMOUNT OF SIGNAGE ALLOWED FOR THIS PROPERTY (A. FROM ABOVE X 1 SQ. FT.) \_\_\_\_\_

C. NUMBER OF EXISTING SIGNS \_\_\_\_\_

D. NUMBER OF EXISTING SIGNS TO REMAIN \_\_\_\_\_

E. NUMBER OF NEW SIGNS PROPOSED \_\_\_\_\_

F. TOTAL NUMBER OF SIGNS \_\_\_\_\_

SIGN 1	
TYPE OF SIGN: _____	
NEW SIGN <input type="checkbox"/>	EXISTING SIGN <input type="checkbox"/>
HEIGHT TO TOP OF SIGN MEASURED FROM GRADE _____	
DIMENSIONS OF SIGN _____	SQUARE FOOTAGE OF SIGN _____
AMOUNT OF PROJECTION FROM BUILDING FACE _____	

SIGN 2	
TYPE OF SIGN: _____	
NEW SIGN <input type="checkbox"/>	EXISTING SIGN <input type="checkbox"/>
HEIGHT TO TOP OF SIGN MEASURED FROM GRADE _____	
DIMENSIONS OF SIGN _____	SQUARE FOOTAGE OF SIGN _____
AMOUNT OF PROJECTION FROM BUILDING FACE _____	

SIGN 3	
TYPE OF SIGN: _____	
NEW SIGN <input type="checkbox"/>	EXISTING SIGN <input type="checkbox"/>
HEIGHT TO TOP OF SIGN MEASURED FROM GRADE _____	
DIMENSIONS OF SIGN _____	SQUARE FOOTAGE OF SIGN _____
AMOUNT OF PROJECTION FROM BUILDING FACE _____	

SIGN 4	
TYPE OF SIGN: _____	
NEW SIGN <input type="checkbox"/>	EXISTING SIGN <input type="checkbox"/>
HEIGHT TO TOP OF SIGN MEASURED FROM GRADE _____	
DIMENSIONS OF SIGN _____	SQUARE FOOTAGE OF SIGN _____
AMOUNT OF PROJECTION FROM BUILDING FACE _____	

**ADDITIONAL SIGN INFORMATION:** Please fill out the following if they pertain to any existing or proposed signs.

CANOPY AND AWNING SIGN (Sign # \_\_\_\_\_)

TOTAL EDGE OF CANOPY/AWNING \_\_\_\_\_

DISTANCE FROM CURB TO BUILDING \_\_\_\_\_

DISTANCE FROM CURB TO SIGN \_\_\_\_\_

WINDOW SIGN (Sign # \_\_\_\_\_)

TOTAL AREA OF WINDOW(S) \_\_\_\_\_

PROJECTING SIGN (Sign # \_\_\_\_\_)

AMOUNT OF SIGN PROJECTING FROM BUILDING \_\_\_\_\_

MONUMENT SIGN (Sign # \_\_\_\_\_)

DISTANCE FROM PUBLIC RIGHT-OF-WAY \_\_\_\_\_

DIMENSIONS OF LANDSCAPED PLANTER AROUND SIGN \_\_\_\_\_

BUILDING IDENTIFICATION SIGN (Sign # \_\_\_\_\_)

HEIGHT TO BOTTOM OF SIGN MEASURED FROM GRADE \_\_\_\_\_