



# CITY OF LOS ALAMITOS APPLICATION FOR SIGN PERMIT

Development Services Department  
3191 Katella Ave., Los Alamitos, CA 90720-5600  
Phone: (562) 431-3538 Fax: (562) 493-0678

FOR OFFICE USE ONLY	
FEE:	\$340.00
RECEIVED:	_____
ZONING:	_____

## **APPLICANT INFORMATION:**

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

## **BUSINESS INFORMATION:**

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

## **EXISTING SIGNS (QUANTITY AND SIZE):**

Wall/Canopy - Quantity \_\_\_\_\_ Size: \_\_\_\_\_

Freestanding - Quantity \_\_\_\_\_ Size: \_\_\_\_\_

Other signs - Quantity \_\_\_\_\_ Size: \_\_\_\_\_

## **PROPOSED SIGNS (QUANTITY AND SIZE):**

Wall/Canopy - Quantity \_\_\_\_\_ Size: \_\_\_\_\_

Freestanding - Quantity \_\_\_\_\_ Size: \_\_\_\_\_

Other signs - Quantity \_\_\_\_\_ Size: \_\_\_\_\_

CERTIFICATION OF APPLICANT: I have read and understood Chapter 17.28 of the Los Alamitos Municipal Code regarding criteria for issuance of a Sign Permit and believe to the best of my knowledge that my proposed sign would not violate any portion of said Chapter.

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

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

APPROVED PSP#: \_\_\_\_\_

DENIED

Planner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# SUBMITTAL REQUIREMENTS

THE FOLLOWING SPECIFIC INFORMATION AND MATERIAL MUST BE SUBMITTED, ALONG WITH THE APPLICATION.

- | Yes                      | No                       | N/A                      |                                                                                                                                                           |
|--------------------------|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Business License Tax Application Number:_____                                                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Project name & address and applicant's name & address on plans                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Sign Permit Application fee                                                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Three (3) sets of scaled plans, to include the following (A-E):                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. Plot Plan indicating:                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i. Location, size and height of existing signs or structures within one hundred (100) feet of the proposed location.                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ii. Property lines and dimensions                                                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | iii. Existing buildings                                                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | iv. Streets, parking areas & driveways abutting property                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | v. Proposed sign locations                                                                                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. Building Elevations indicating:                                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i. Proposed sign area and location                                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ii. Suite width or building frontage                                                                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | iii. Height to roofline and eaveline                                                                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | iv. Existing signs on building                                                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C. Sign Design                                                                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i. Proposed copy                                                                                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ii. Sign/letter height, sign length                                                                                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | iii. Letter style                                                                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | iv. Proposed colors (provide color sample)                                                                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | v. Logo color and dimensions                                                                                                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | vi. Sign materials (provide materials sample)                                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | vii. Method of illumination                                                                                                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | D. Method of attachment                                                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E. Structural details and calculations                                                                                                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Other information as deemed necessary to ensure safety of construction and compliance with Chapter 17.28 (Sign Ordinance) of Los Alamitos Zoning Code. |