



City of

# HUNTINGTON PARK california

COMMUNITY DEVELOPMENT DEPARTMENT

6550 MILES AVENUE

HUNTINGTON PARK, CA 90255

TEL: (323) 584-6210 FAX: (323) 584-6244

## **SIGN DESIGN REVIEW (SDR) APPLICATION REQUIREMENTS**

Applications for a (Planning) Sign Permit are processed by the Planning Division within the Community Development Department, in City Hall. A Sign Permit approval is required for signs proposed to be erected, moved, altered, repaired, or maintained within the City except as specifically regulated in the City's Sign Standards (Title 9, H.P.M.C.).

The Planning Sign Permit procedure requires the submittal of a set of drawings which describe in detail the type of sign(s) proposed, size of sign(s), content, design, and materials of the signs(s), installation details, and details of the location where the proposed sign(s) is/are to be installed. This information is necessary to ensure that all proposed signs meet the criteria of the City's sign standards. Most Sign Permit requests require both Planning and Building Division approvals. Applicants are advised to inquire directly with the Building Division regarding their requirements and fees.

## **APPLICATION PROCEDURES**

1. Submit three (3) sets of plan drawings as outlined below.
2. Submit a Sign Permit application (form attached).
3. Submit required fee of \$80.31.
4. All re-submittals shall contain the previously submitted plans with the corrections made by the Planning Division.

## **PLANNING REQUIREMENTS**

Sign Permit requirements typically include the following items, or as requested by a Staff Planner as needed:

1. Elevation Plan: Provide a detailed drawing of the building's frontage, drawn to scale and fully dimensioned, showing all existing signs (also dimensioned), indicating where the proposed sign(s) is to be installed. The elevation should also include all other features including windows, awnings, lighting, etc.
2. Site Plan showing building footprint, proposed sign location(s), and property line boundaries.
3. Sign Details should include detailed information on the type of sign, colors, materials, mounting, details, illumination (if proposed) and size of the sign.
4. Pictures of the structure where sign(s) are proposed may be required.
5. Letter of Authorization signed by the property owner, if not the applicant, may be required prior to accepting the application as being complete.
6. Contractor and/or business owner must be aware that, any holes, glue, or discolored paint from previous sign must be repaired to match the building or background exterior, prior to installing any new signs.

Upon completion, please call the Planning Division at (323) 584-6210 for final inspection and approval. For further information, please contact the Planning Division between 7:00 a.m. and 5:30 p.m. Monday through Thursday.

**FINAL INSPECTION:** A final inspection of sign installation is required. Failure to obtain final inspection approval after installation is a misdemeanor violation of the Huntington Park Municipal Code.



**CITY OF HUNTINGTON PARK**  
 Community Development Dept. • Planning Division  
 6550 Miles Avenue, Huntington Park, CA 90255  
 Tel. (323) 584-6210 • planning@huntingtonpark.org

# SIGN DESIGN REVIEW APPLICATION

**FOR OFFICE USE ONLY**

Date Filed: \_\_\_\_\_ File No.: \_\_\_\_\_ Fee/Receipt No.: **\$80.31** Initials: \_\_\_\_\_

**JOB ADDRESS:** \_\_\_\_\_

**APPLICANT INFORMATION** (Check Appropriate):

Licensed Contractor     Business Owner     Property Owner     Other (explain) \_\_\_\_\_

Name/Company: \_\_\_\_\_

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

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Fax: \_\_\_\_\_

**SIGN(S) INFORMATION**

1. How many signs are being applied for? \_\_\_\_\_

2. Size (sq. ft.) and dimensions (ft.) of proposed sign(s): \_\_\_\_\_

3. Type of sign(s) being proposed:  Wall Sign     Freestanding Sign     Window Sign     Other (explain) \_\_\_\_\_

4. Provide a detailed description of proposed sign(s) (i.e. – illuminated, box/cabinet, individual letters, foam, neon, awning, halo, pole/pylon, monument, etc.): \_\_\_\_\_

5. Proposed sign(s) will read: \_\_\_\_\_

\_\_\_\_\_

6. Is this property a multiple tenant site?     Yes     No    If yes, is there a Sign Program?     Yes     No

7. Are there any signs existing on the building or property?     Yes     No    If yes, please explain location, size(s) and text: \_\_\_\_\_

\_\_\_\_\_

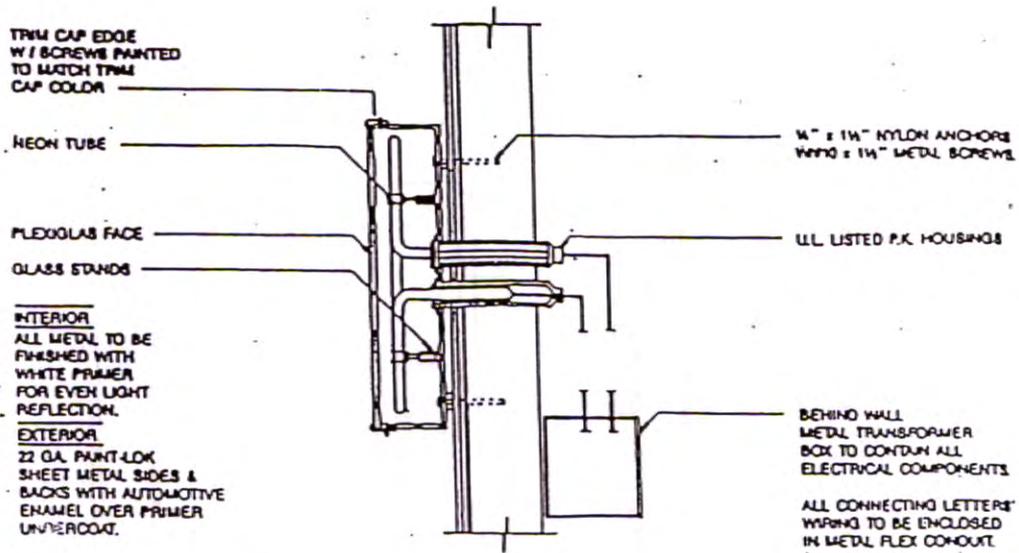
8. Business frontage width: \_\_\_\_\_ Property frontage width: \_\_\_\_\_ No. of floors of building: \_\_\_\_\_

**Note: Any holes, glue, or discolored paint from previous signs must be repaired to match the building or background exterior, prior to installation of any new signs.**

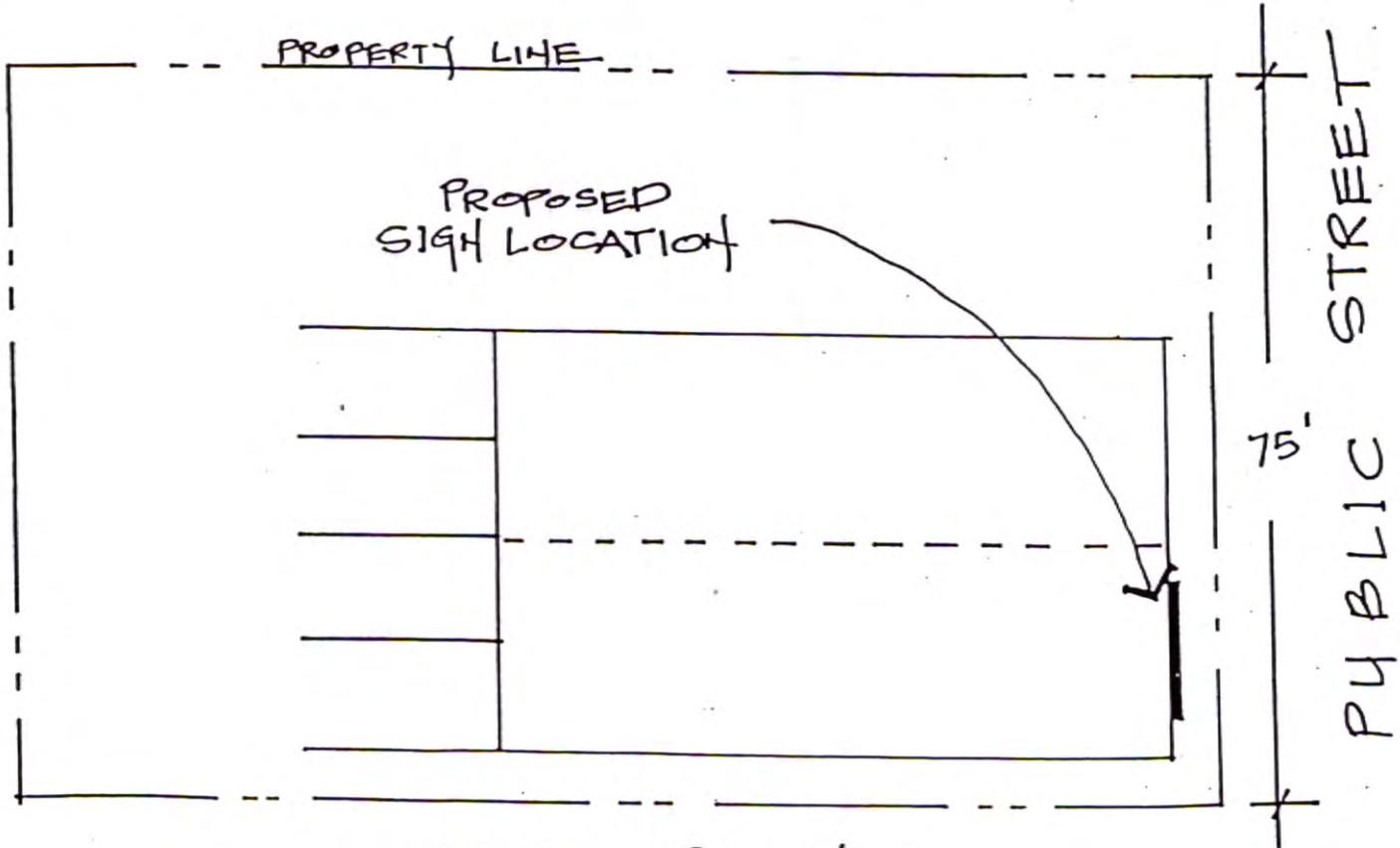
**CERTIFICATE AND AFFIDAVIT OF APPLICANT:** I/We certify that all statements made on this application are true and complete to the best of my knowledge. I/We understand that any false statements may result in denial of the requested permit or revocation of any issued permit. I/We further certify that I am, or have permission by, the property owner to conduct the proposed development applied for herein.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



MOUNTING DETAIL

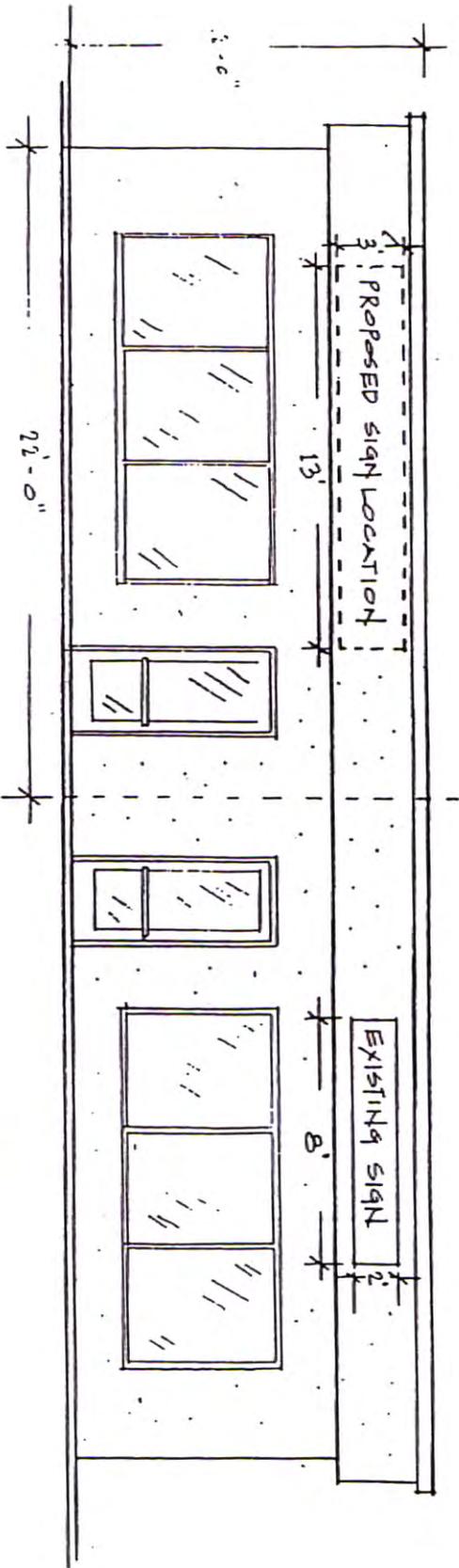


SITE PLAN  
Example

3'-0" | 13'-0" |  
**INSURANCE**

PROPOSED INDIVIDUALLY ILLUMINATED CHANNEL LETTERS

- BLUE FACE
- BLACK RETURNS
- BLACK TRIM CAPS
- NO RACEWAY



ADDRESS : \_\_\_\_\_

# Example