



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 GUIDELINES**

Applications for a Sign Permit are first reviewed and approved by the Planning Division prior to submitting to Building and Safety Division. 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 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 (11 inch by 17 inch) drawings as outlined below.
2. Submit a Sign Design Review application (attached).
3. Submit required fee of \$252.00
4. *All re-submittals shall contain the previously submitted plans with the corrections made by the Planning Division.*

**It is recommended that the applicant check with the Planning Division to inquire if the location of the proposed sign(s) is located within a Sign Program area.**

## **PLAN REQUIREMENTS**

***Plans should include the following items:***

1. Site Plan identifying building footprint, proposed sign location(s), and property line boundaries.
2. Building Elevations identifying:
  - a. Building height.
  - b. Suite width.
  - c. Location and dimension of doors and windows (applicable for window/ door signs).
  - d. Identify storefront entrance location.
  - e. Roof/architectural treatments, parapet walls, fascia, canopies, roof line level and color of exterior materials.
  - f. Proposed signage location with the dimension of the signable area.
  - g. Dimension distances from signage to end of suite and from top of sign to ground level.
3. Sign Design, Details and Materials Specifications identifying:
  - a. Color of proposed signage, including color (copy, background, trim caps and returns).
  - b. Letter height, sign length and depth.
  - c. Square footage of proposed sign
  - d. Letter style.
  - e. Identify illuminated or non-illuminated.
  - f. Logo color and dimensions.
  - g. Type of material.
4. Authorization signed by the property owner, if not the applicant, may be required prior to accepting the application as being complete.
5. 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.
6. Supplemental Information as requested by Planning staff.

For further information, please contact the Planning Division by calling (323) 584-6210 or emailing [Planning@hpca.gov](mailto:Planning@hpca.gov) , 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.

REVISED MAY 2024



## CITY OF HUNTINGTON PARK

Community Development Dept. • Planning Division  
6550 Miles Avenue, Huntington Park, CA 90255  
Tel. (323) 584-6210 • [planning@hpca.gov](mailto:planning@hpca.gov)

# SIGN DESIGN REVIEW APPLICATION

### FOR OFFICE USE ONLY

Date Filed: \_\_\_\_\_ File No.: \_\_\_\_\_ Fee/Receipt No. **\$252.00/HR** Received By: \_\_\_\_\_  
Sign Program Review **\$1,010.00**

**PROJECT ADDRESS:** \_\_\_\_\_

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

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

City Business License No.: \_\_\_\_\_

### APPLICANT INFORMATION (Check Appropriate):

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

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

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

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

### SIGN(S) INFORMATION

1. How many signs are being proposed? \_\_\_\_\_

2. Size (sq. ft.) and dimensions (ft.) of each 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: \_\_\_\_\_  
\_\_\_\_\_

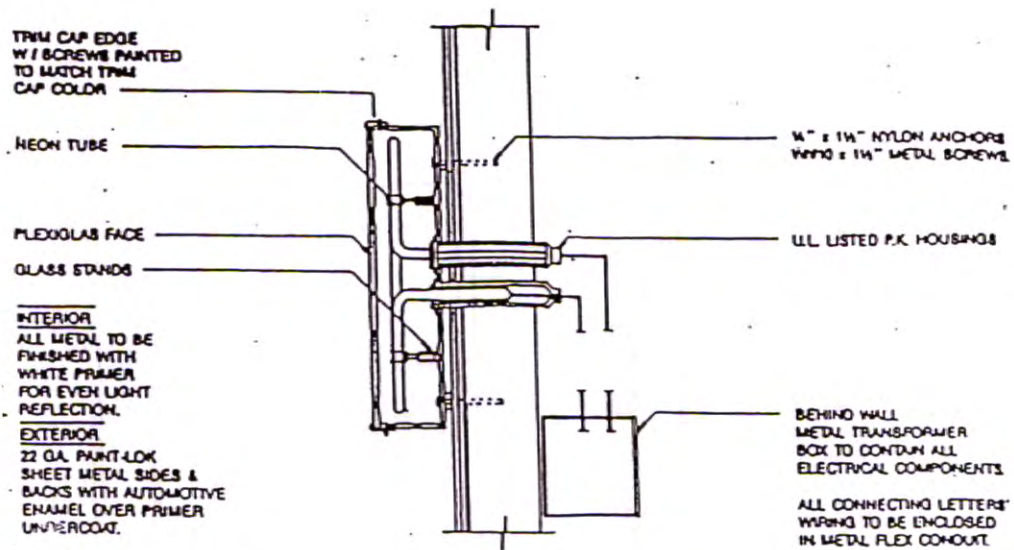
8. Business frontage width: \_\_\_\_\_ Property frontage width: \_\_\_\_\_ No. of floors of building: \_\_\_\_\_

**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.**

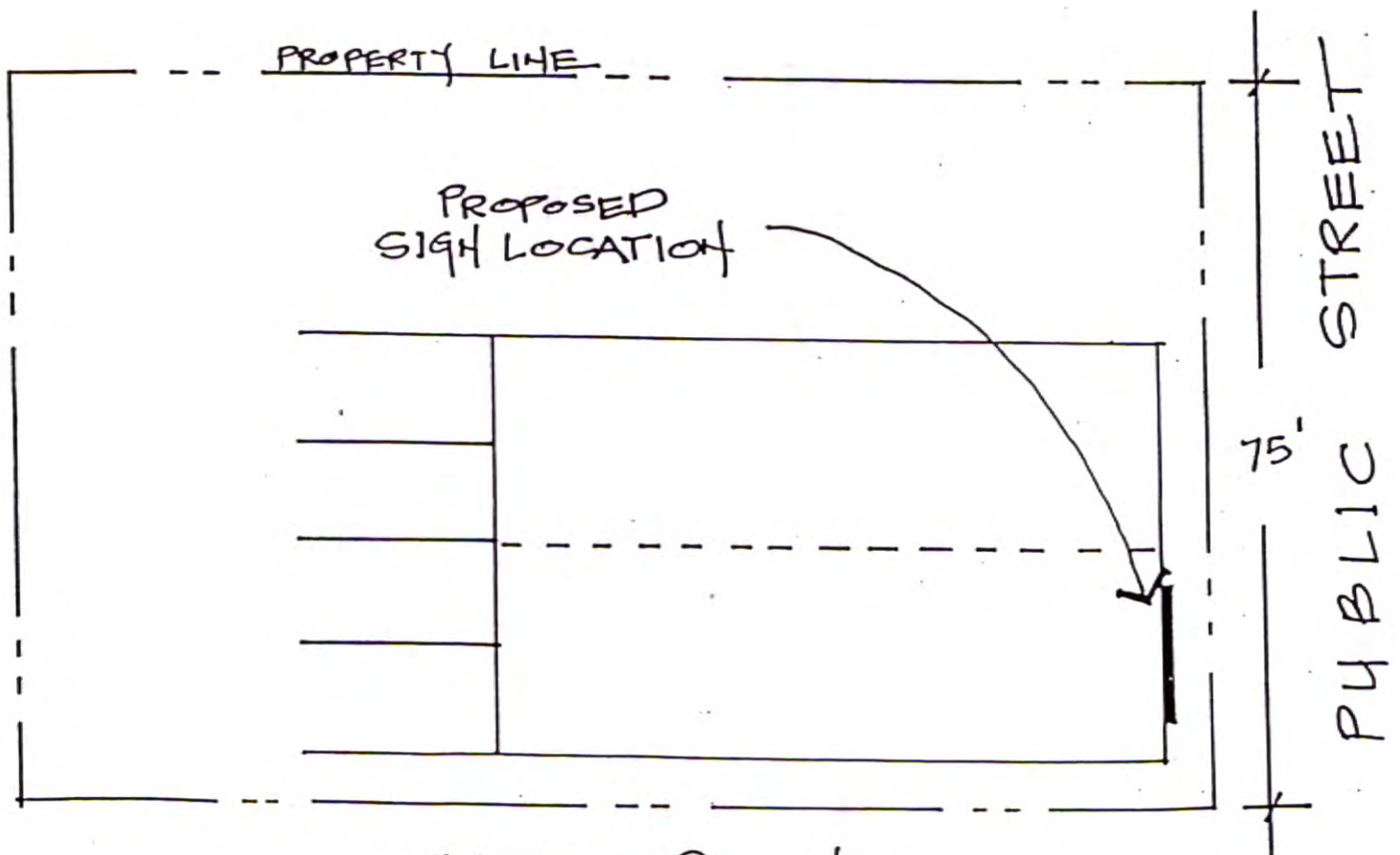
**CERTIFICATE AND AFFIDAVIT OF APPLICANT:** I/We certify that all statements made on this application are true and complete to the best of my knowledge. I/We understand that any false statements may result in denial of the requested permit or revocation of any issued permit. **I/We further certify that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

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

\_\_\_\_\_  
Date



## MOUNTING DETAIL



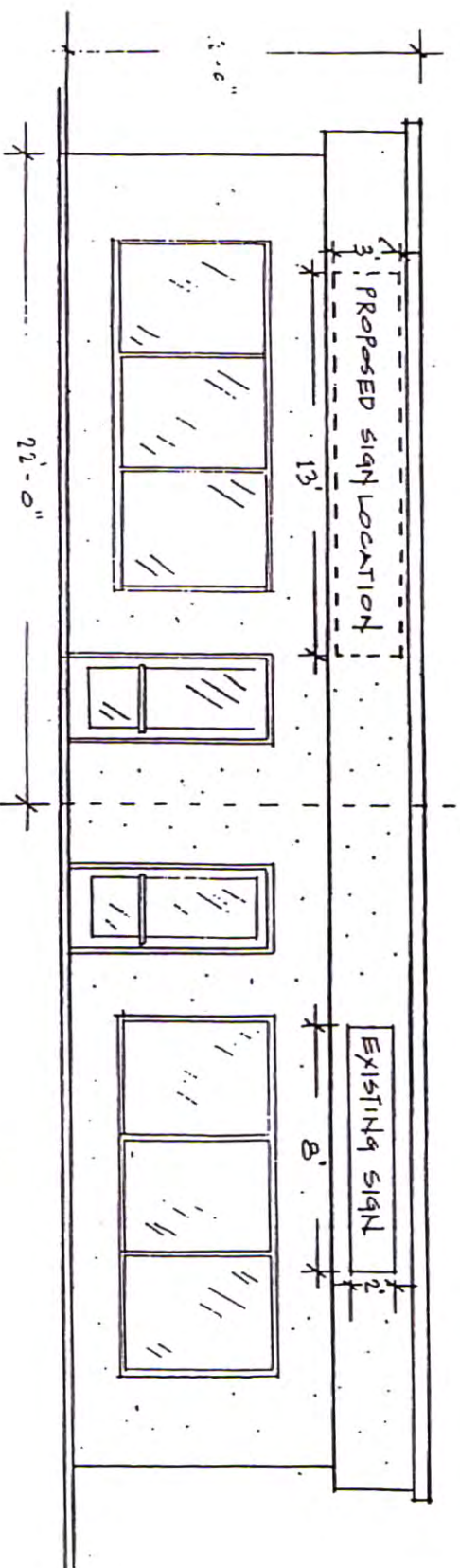
SITE PLAN  
**Example**

3'-0" 13'-0" 3'-0"

# INSURANCE

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

PROPOSED INDIVIDUALLY ILLUMINATED CHANNEL LETTERS



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

# Example