



SIGN PERMIT APPLICATION

City of Hawaiian Gardens
Community Development Department
21815 Pioneer Boulevard, Hawaiian Gardens, CA 90716
Ph: (562) 420-2641 · Fax: (562) 420-8521
www.hgcity.org

Please complete all the items listed below using type or clear print. Before completing the application, it is recommended that you consult with the Community Development Department office on any weekday during counter hours (M, T, Th – 8:00 AM to 11:00 AM; W – 2:00 PM to 5:00 PM). All materials become part of the public record, so please make copies for your files. **Submit applications during counter hours only.**

I. COUNTER REVIEW

Depending on the scope of the proposed sign plans, the plans may be reviewed and approved over the counter without a formal submittal and the proposal meets all the requirements of the Hawaiian Gardens Zoning Ordinance. Prior to submitting your plans for counter review the property owner and applicant for the proposed sign(s) must agree to the attached standard conditions of approval as outlined below.

II. SITE INFORMATION

Address: _____

Zoning Classification: _____ General Plan Designation: _____

Previous Discretionary Approvals: Yes: No:

If yes, please list: _____

III. CONTACT INFORMATION

Applicant Information:

Applicant Name	_____	dba	_____
Applicant Address	_____	Apt./ Suite	_____
City	_____	State/ ZIP	_____
Phone (home)	_____	Phone (cell)	_____
Email Address	_____		

Owner Information:

Owner Name	_____	dba	_____
Owner Address	_____	Apt./ Suite	_____
City	_____	State/ ZIP	_____
Phone (home)	_____	Phone (cell)	_____
Email Address	_____		

APPLICANT REQUEST (PLEASE BE SPECIFIC AND DETAILED)

Permission to (Attached additional sheets if needed): _____

IV. DEED

Are there any deed restrictions governing the use of this property? _____ Yes: No:
If yes, please specify: _____

V. OWNER/APPLICANT DECLARATIONS

The undersigned hereby declares under penalty of perjury that he/she is the legal owner of the property. The undersigned also assumes the responsibility for this application and agrees to enforce and abide by any conditions of approval in the implementation and exercise of the granted entitlement.

DATE _____ OWNER SIGNATURE _____
OWNER NAME (Print) _____

The undersigned hereby declares under penalty of perjury that he/she is the tenant/lessee of the legal owner of the property described above and has the authority to make such application for approval.

DATE _____ APPLICANT SIGNATURE _____
APPLICANT NAME (Print) _____

Note: The applicant/owner will be required to furnish proof of ownership.

For Staff Use Only

Case #:	CEQA Exempt: Yes <input type="checkbox"/> No <input type="checkbox"/>
Fee Amount:	Fees Paid: Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Filed:	Received by:
Associated Applications:	

VI. FEES

Application Type	Full Cost	Resident Cost	Senior Cost
Sign Permit Review (wall, pole, and ground)	\$125.00	--	--
Sign Permit Review Counter Review	\$76.00		



PLAN SUBMITTAL CHECKLIST

VII. SUBMITTAL CHECK LIST

Please supply the circled number of sets of the following exhibits:

3 6 8 15 20 Other _____

Note: One 8½" x 11" reduced set of the complete plans is also required.

The following items may be required to review the proposed sign. Please contact the Planning Division to determine what of the following will be required for your type of submittal.

Signs:

- Site Plan: Provide separate elevations and site plans for all signs existing and proposed for the property. Plans shall be fully dimensioned and drawn to scale. All colors, materials, typefaces, illumination, structural engineering specifications, and dimensions shall be included.

- Site Plan: Show a "bird's eye" view of the property, drawn in ink and fully dimensioned. The plan shall include:
 - Show all buildings and
 - Property lines
 - Easements
 - Parking spaces and drive aisles
 - Landscaping
 - Walls and fences
 - Drainage
 - Existing and proposed public improvements to centerline and curb
 - Pad and finished floor elevations.
 - Include fully tabulated legend to include
 - Lot size
 - Structures
 - Proposed and existing lot coverage
 - Zoning designation
 - Owner and address
 - The plan shall be fully dimensioned and drawn to a standard scale (1:10, 1:20, 1/4" = 1', 1/8" = 1', etc.) with north arrow and graphic scale.

- Building Elevations: Show a two-dimensional side view of all affected sides of the building(s). The plan(s) shall:
 - Specify all design features, colors and materials
 - Clearly show the architectural character of the building
 - Clearly identify what is existing and proposed
 - Be fully dimensioned and drawn to a standard scale at least 1/8" = 1' in size or greater

- Concept Landscape Plan:
 - This plan to be drawn by a qualified preparer and is required for proposed pole signs. Show all proposed plant materials, common and botanical names including varieties, quantities, spacing, and sizes. Paved areas to be clearly illustrated. Property and right-of-way lines to be clearly marked. All landscaped areas are to be automatically irrigated. Larger projects may require a plant list including plant descriptions and photographic examples.

- Utility Site Plan:
 - Comprehensive site plan prepared to specifications of the Community Development Department, showing all utilities, and right-of-way improvements existing and proposed; sewer and water services and connections; water and sewer lines; fire service calculations; utility meters, lines, sizes, cable television connection, and other service information.

- Lighting Plan:
 - Note the manufacturer, model name/number and style of the proposed lighting fixture, color and exterior finish, and height. Identify the type of lamp proposed (i.e., high pressure sodium, etc.) proposed watts, lumens emitted from the lamp at the fixture and foot candle rating on the ground from on fixture to another. Depending on the project, a photometric analysis may also be required.

VIII. ADDITIONAL EXHIBITS

Please supply one copy of the following exhibits:

- Color and Materials Board:
 - Provide a minimum 8½" x 11" illustration board containing samples of all exterior finishes and materials, including color, number, and manufacturer. The board shall be keyed to the elevations drawings.

- Color Rendering:
 - Provide detailed color elevation(s) of the proposed project.

- Photographic Survey:
 - Photos of the site and surrounding area from various perspectives mounted on white poster board and labeled.

- Environmental Application:
 - Complete the Environmental Application. Please note that larger projects, if not exempt from the requirements of the California Environmental Quality Act, may require detailed studies to determine potential environmental impacts. Should additional studies be required, the applicant shall provide the proper documents for review by the city or the city may choose to prepare, or have prepared, the documents at the cost of the applicant.

IX. OTHER REQUIREMENTS:

Each exhibit should contain a large, neatly lettered title block containing: title of exhibit, case number, legend, address and phone number, north arrow and graphic scale.

STANDARD LIST OF CONDITIONS FOR SIGNS

For counter approval, please have the attached affidavits signed, indicating the applicant and property owner are aware of, and accept all the conditions as follows:

1. Any revisions to the approved plans shall require review and approval by the Community Development Department.
2. Sign permit approval shall not take effect for any purpose until the applicant and property owner have filed with the City of Hawaiian Gardens an affidavit stating he/she/they are aware of and accept all conditions set forth in this letter of approval and conditions of approval. The affidavit(s) shall be submitted within **THIRTY (30)** calendar days of the date of approval of this application. If the notarized affidavit(s) is/are not submitted within the identified days, such entitlement shall automatically become null and void.
3. Building permits will not be issued in connection with this project until such time as all plan check fees and all other applicable fees are paid in full to the Building Department prior to the installation of such signs.
4. Prior to the issuance of a building permit, the sign contractor shall apply for and obtain a city business license for the installation of all signs.
5. Final Building Department and Planning Department inspections are required for all sign permits issued.
6. A copy of the workers compensation and employer's liability insurance policy will be required prior to the issuance of a building permit.
7. The sign permit does not relieve the applicant and property owner from compliance with other federal, State, and City requirements.
8. Design and construction of tenant's exterior sign must receive written approval by the landlord and the City of Hawaiian Gardens Community Development prior to fabrication and installation.
9. The freestanding sign shall be located on the same lot or parcel of land which contains the primary business use.
10. The freestanding sign shall be located in landscape planter area equal in size to the total area of the freestanding sign but less than one hundred (100) square feet. The landscape planter shall be at least five feet (5) wide. One gallon ground cover planted six inches on center; and one shrub per ten (10) square feet of sign area. Shrubs located within the vision clearance area shall be no taller than thirty-six (36) inches. Prior to permit issuance, a landscape plan will be required for review and approval by the City Planning Division.
11. Property tenant shall be responsible for the performance of its sign contractor.
12. The sign owner shall be responsible for removal of the sign within five (5) days after vacating the site.
13. After sign removal all penetrations and exposed wiring shall be removed. Penetrations shall be patched, painted and or repaired to match the existing building surface and color. Mismatched paint tones as a result of building repair shall be prohibited. Larger portions of the building shall

be required to be painted at the discretion of the Community Development Director to achieve a harmonious color application.

14. Signs shall be in accordance with the sign program as applicable to the proposed project.
15. The following types of signs are prohibited in the City of Hawaiian Gardens - Rotating Signs and Flashing Signs or Lights. No signs are permitted on this property that rotate or flash or have lights that rotate or flash.
16. Additional building identification signs may be installed, provided such signs meet the standard of Section 18.90.050 of the Hawaiian Gardens Municipal Code and the standards of the Garden Center Master Sign Program.
17. Deteriorated, damaged and or faded signs shall be replaced in a timely manner.
18. Any portions of illuminated sign that are no longer operational shall be repaired within ten (10) days from the time of non-operation, and/ or within ten (10) days of any notification from the City of Hawaiian Gardens.
19. Failure to conform to the above conditions of approval may result in code enforcement proceedings with fines upon conviction as provided by law. For more information contact the Community Development Department at (562) 420-2641.

AFFIDAVIT

I, _____, Applicant for the property at _____ Hawaiian Gardens, CA, do hereby declare that I have read, am aware of, and accept all of the conditions of approval, as set forth in the sign permit application. The project shall be implemented in accordance with the standards of the underlying zoning district and the Standard List of Conditions (attached).

Signature: _____

Date: _____

AFFIDAVIT

I, _____, Owner of the property at _____ Hawaiian Gardens, CA, do hereby declare that I have read, am aware of, and accept all of the conditions of approval, as set forth in the sign permit application. The project shall be implemented in accordance with the standards of the underlying zoning district and the Standard List of Conditions (attached).

Signature: _____

Date: _____