



CITY OF PALOS VERDES ESTATES SIGN PERMIT APPLICATION

Any exterior new or remodeled sign that is located in a commercial zone must first obtain a sign permit. The City's review is to ensure compatibility with the character and architectural style of the related structure and surroundings. A sign permit is issued by staff if all City standards are met. If a proposed sign fails to meet any standard, a permit may be issued by the Planning Commission only if a finding can be made that the proposed sign is compatible with the character and architectural style of the surroundings.

One business identification sign is allowed for each business.

Requirements and Standards:

1. The sign can be placed on a wall, canopy, in a window, or other approved location.
2. The sign cannot exceed one-half square foot in sign area for each linear foot of building frontage, not to exceed 50 square feet. It must be on the side that faces a street (public right-of-way).
3. Canopy signs cannot project beyond the vertical face of the awning or canopy.
4. The maximum size of any letter, number or logo cannot exceed 6 inches in height or width.
5. Signs may be lighted, but cannot rotate, blink, flash, emit smoke or fumes, or move in any way.
 - a. Lighted signs cannot be of an intensity or brightness greater than 2 foot-candles above ambient lighting, as measured at the property line of the nearest residence.
 - b. Lighted signs must be white, amber or light-toned in color.
 - c. Colored lights that could be confused as traffic-control devices are prohibited.
 - d. Lighted signs cannot create a hazard to drivers.
6. Signs can only advertise the person or business operating at the site, the products or commodities sold, or the services provided at the site. Signs advertising the products sold or prepared or the services performed on the premises must be an integral part of the business.
7. Sign colors must be compatible with the related structure and surroundings.
8. Roof-mounted signs are not permitted. Wall signs cannot project above the building wall.
9. Temporary signs can only be placed inside of windows and cannot exceed more than 25% of the total window area facing a public right-of-way. Temporary signs cannot be posted for more than 60 days in a calendar year and cannot be illuminated.

Exempt Signs:

1. Signs of a noncommercial nature and in the public interest, erected by or on the order of a city employee in the performance of his or her public duty, such as public notices, safety signs, danger signs, trespassing signs, traffic and directional signs, and the like.
2. Names of buildings, dates, monumental citations, commemorative tablets, memorial plaques, signs of historical interest and the like, when carved into stone, concrete, metal or other permanent material and made an integral part of the structure.

Maintenance – Alteration and Relocation:

1. Every sign must be maintained in a safe, presentable and good condition, including the replacement of defective parts, painting, repainting, cleaning and other acts required for the maintenance of such sign.
2. No existing sign can be altered, moved or relocated unless the sign complies with all City requirements and a sign permit is obtained.
3. Sign changes or alterations include any change to the copy or sign face, message or sign legend, except those changes which are for maintenance or are part of the normal function of the sign.

Prohibited Signs:

1. Signs which contain statements, words, pictures or other representations which violate the State of California. (Pen. Code § 311 et seq.)
2. Signs which contain or are an imitation of an official traffic sign or signal or contain the words “stop,” “go,” “slow,” “caution,” “danger,” “warning,” or similar words, except when these words are part of the permanent business name.
3. Signs which advertise an activity, business or service no longer conducted or provided at the premises for more than forty-five days.
4. Signs which move in any manner, have any portions which move, or have the appearance of moving, except for clocks, time and temperature and similar public service signs.
5. Signs which contain or consist of posters, pennants, banners, ribbons, streamers, spinners or other similar devices are prohibited.
6. Signs which are portable, folding or similar signs, except as permitted for service station and automobile washing uses.
7. Signs which are displayed on the exterior of a building and are made of materials which are not permanent and will not withstand exposure to the weather.

Inventory and Abatement of Illegal and Abandoned Signs:

1. Every illegal or abandoned sign identified in the inventory, and every illegal or abandoned sign thereafter identified, shall be deemed to constitute a public nuisance.
2. The director is authorized to abate all illegal or abandoned signs pursuant to the procedures set forth in PVEMC Chapter 17.32 or the California Outdoor Advertising Act.

Submittal Requirements:

- Sign Permit Application
- One set of plans (no larger than 11” x 17”) with Art Jury Approval

SIGN PERMIT APPLICATION

Project Address: _____ Date: _____

Applicant: _____ Owner: _____

Applicant Address: _____

Telephone # _____ Work # _____ Email _____

Proposed Modification(s): _____

Surrounding Neighbors - Please have the neighbor print their name, address, telephone #, date and signature on the lines below, **as well as on the plans.**

NOTE: IF ANY NEIGHBOR HAS A QUESTION REGARDING THIS REQUEST, THEY ARE ENCOURAGED TO CONTACT CITY HALL TO REVIEW THE APPLICATION WITH A PLANNER.

1. _____

2. _____

3. _____

4. _____

5. _____


Staff Use Only

Application #: _____ Misc. Receipt #: _____ Fee Paid: _____

Comments from Staff: _____

Conditions of approval or reasons for disapproval: _____

Project **Approved/Disapproved** by: _____ Date: _____

Note: The Planning Department decision is **not** considered final until after the 15-day appeal period.

**CITY OF PALOS VERDES ESTATES
REQUIRED PLAN CHECK INFORMATION**

THE FOLLOWING IS MANDATORY AND MUST BE SUBMITTED WITH THE APPLICATION

OWNER/APPLICANT:		
PROJECT ADDRESS:		
LEGAL DESCRIPTION:	LOT	BLOCK
APPLICANT'S AGENT:		PHONE:
EMAIL:		DATE:

LOT SIZE:
_____ sq. ft.

ALLOWABLE FLOOR AREA:
_____ sq. ft. Equals the lesser of 30% (lot size) + 1,750 or 50% (lot size)

EXISTING LOT COVERAGE:

_____ sq. ft.	_____ %	BUILDING
_____ sq. ft.	_____ %	HARDSCAPE (Pool, patio, deck, driveway, etc.)
_____ sq. ft.	_____ %	TOTAL

PROPOSED LOT COVERAGE: (Include only added lot coverage)

_____ sq. ft.	_____ %	BUILDING
_____ sq. ft.	_____ %	HARDSCAPE (Pool, patio, deck, driveway, etc.)
_____ sq. ft.	_____ %	TOTAL

TOTAL LOT COVERAGE: (Sum of existing and proposed)

_____ sq. ft.	_____ %	BUILDING (Not to exceed 30%)
_____ sq. ft.	_____ %	HARDSCAPE (Pool, patio, deck, driveway, etc.)
_____ sq. ft.	_____ %	TOTAL (Not to exceed 65%)

EXISTING FLOOR AREA:

_____ sq. ft. FIRST FLOOR	_____ sq. ft. MEZZANINE
_____ sq. ft. SECOND FLOOR	_____ sq. ft. GARAGE
_____ sq. ft. BASEMENT	_____ sq. ft. TOTAL

PROPOSED FLOOR AREA: (Include only added floor area)

_____ sq. ft. FIRST FLOOR	_____ sq. ft. MEZZANINE
_____ sq. ft. SECOND FLOOR	_____ sq. ft. GARAGE
_____ sq. ft. BASEMENT	_____ sq. ft. TOTAL

TOTAL FLOOR AREA: (Sum of existing and proposed)

_____ sq. ft. FIRST FLOOR	_____ sq. ft. MEZZANINE
_____ sq. ft. SECOND FLOOR	_____ sq. ft. GARAGE
_____ sq. ft. BASEMENT	_____ sq. ft. TOTAL

(Cannot exceed Allowable Floor Area)