



CITY OF LAKE FOREST SIGN PERMIT APPLICATION

FOR CITY USE ONLY	
Sign Permit No:	PSP No:
Rec'd By/ Date:	Related Files:

For instructions on filing a complete sign permit application, please refer to the *Applicant's Guide to Applying for a Sign Permit* (available at the Development Services Department's public information counter or at: http://www.lakeforestca.gov/depts/ds/planning/application_forms.asp).

PROJECT INFORMATION					
Address:		Zip Code:	Business/ Center Name:		
Proprietor/ Contact Person:	Title:	Telephone No: ()		E-mail Address:	
APPLICANT INFORMATION					
Name:		Telephone No: ()		E-mail Address:	
Address:					Zip Code:
PROPERTY OWNER INFORMATION					
Name:		Telephone No:		E-mail Address:	
Address:					Zip Code:
Property Owner Authorization: I hereby authorize the Applicant named above to file this application and obtain permits for sign(s) described below. <input type="checkbox"/> See Attached: <input type="checkbox"/> Signed Plan <input type="checkbox"/> Signed Letter					
Property Owner Signature: _____			Date: _____		
This application may be amended <input type="checkbox"/> with <input type="checkbox"/> without my authorization. (check appropriate box)					
PROPOSED SIGN INFORMATION					
Do the proposed sign(s) require approval of a Business Association or other entity? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, please attach copy of approval letter and/or plans bearing approval stamp and approval date.)					
	Sign Type (wall, monument, etc.)	Sign Copy (text of sign)	Sign Height (freestanding sign)	Sign Area (Sq. Ft.)	Illuminated
1					<input type="checkbox"/> Yes <input type="checkbox"/> No
2					<input type="checkbox"/> Yes <input type="checkbox"/> No
3					<input type="checkbox"/> Yes <input type="checkbox"/> No
4					<input type="checkbox"/> Yes <input type="checkbox"/> No
5					<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Information:					
FOR CITY USE ONLY					
El Toro Redevelopment Project Area: <input type="checkbox"/> Yes <input type="checkbox"/> No			Sign Conformance Checklist Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No		



Applicant's Guide to Applying for a **SIGN PERMIT**

PURPOSE:

Sign displays in the City of Lake Forest are regulated by Chapter 9.164 – *Signs*, of the Lake Forest Municipal Code (LFMC). All signs, except those exempted pursuant to LFMC Sections 9.164.050 and 9.164.070, require a City of Lake Forest issued sign permit. Certain classes of signs, as specified in LFMC Sec. 9.164.050(D)(3), also require review and approval by the City's Planning Commission. To view the City's sign ordinance, please visit the public information counter in the offices of the Development Services Department, or the City of Lake Forest's website, via the following link: <http://library.municode.com/index.aspx?clientId=16439&stateId=5&stateName=California>

APPLICATION FILING:

Sign Permit Applications may be submitted to the Development Services Department Monday through Thursday between the hours of 8:00 a.m. and 6:00 p.m., and every other Friday between the hours of 8:00 a.m. and 5:00 p.m. The Development Services counter is closed daily between 11:45 a.m. and 1:00 p.m. For additional information on filing a Sign Permit Application, please contact the Development Services Department at (949) 461-3491.

SUBMITTAL REQUIREMENTS:

The following information is required at time of application submittal:

1. Completed Sign Permit Application with property owner authorization.
2. Three (3) complete sets of fully-dimensioned plans. Include the following information with all plan sets:

Site Plan: Depict on-site buildings and improvements, property lines, parking areas, adjacent streets and the location of all proposed and existing-to-remain signs. Include dimensions for the length and width of the subject building and individual tenant spaces – as applicable. For proposals including multiple signs, assign a letter designation (e.g., "Sign A", "Sign B", etc.) to each sign in order to key signs depicted on the Site Plan to signs depicted on the Sign/Building Elevations and Sign Details. Provide dimensions for the spacing between proposed freestanding signs and: other existing and proposed freestanding signs; property lines; driveways, etc. For freestanding signs, show any proposed and existing-to-remain landscape planter areas at the base/perimeter of the sign with dimensions. Indicate proposed plant/tree species and quantities.

Sign/ Building Elevations:

- *Wall Signs:*

Provide full building elevations for each side of each building featuring proposed sign(s). Depict: proposed and existing-to-remain sign(s); sign copy height and width (all signs); sign height (measured from adjacent grade); spacing (with dimensions) between proposed sign(s) and: existing-to-remain signs; wall ends; columns, building fascias, roof eaves and other building features which frame the proposed sign(s). Depict and indicate sign color(s).

- *Freestanding Signs:*

Provide height and width dimensions for: sign structure (overall); sign base; individual sign panel(s); sign copy. Depict topography at base of sign and indicate grade changes with dimensions. Depict and indicate color(s) of sign copy, sign panels, and sign structure. Provide dimensions for spacing between sign copy and edges of sign panels. Depict and indicate colors of sign copy, sign panels/background and sign structure.

Sign/ Construction Detail:

Provide a sign detail for each sign type. Indicate: sign type; materials; method of attachment and illumination; raceways/electrical conduit; width of sign profile; depth/ design of sign footing (for freestanding signs) and sign to wall fasteners.

Photographs:

For sign(s) proposed on existing building(s), provide photograph(s) of: existing building(s); existing-to-remain signs. For freestanding signs proposed on previously developed sites, provide photographs of proposed sign location(s) and existing-to-remain signs on the subject property.

OTHER REQUIREMENTS/ REGULATIONS:

In addition to the regulations contained in the LFMC, the following requirements may be applicable to your sign permit application:

Planned Sign Program:

A Planned Sign Program (PSP) is set of City-approved sign criteria applicable to a specific building or property. The LFMC provides for approval of a PSP pursuant to Sec. 9.164.060. New signs proposed on any building or property subject to a previously approved PSP are also subject to compliance with the PSP. To determine if your building or property is regulated by an existing PSP, and/or to obtain a copy of a previously approved PSP, please contact the Development Services Department or your commercial/ industrial property manager.

Lake Forest Redevelopment Project Area:

The Lake Forest Redevelopment Project Area is located in the southeasterly portion of the City and is generally bounded by Trabuco Road to the north, the City limits to the

east, El Toro Road (including areas approximately one block west of) to the west, and Interstate 5 Freeway to the south. Applications for signs not regulated by an existing Planned Sign Program are subject to a Conformance Review pursuant to the provisions of the El Toro Project Area Design Guidelines, and the following requirements:

- Submittal of a completed Sign Conformance Checklist.
- 30-day Conformance Review period.
- Compliance with the El Toro Redevelopment Project Area Design Guidelines.

For more information on Redevelopment Project Area requirements, please contact the Redevelopment/ Economic Development Department at (949) 461-3567.

Business/ Property Association Approval:

Signs proposed on certain properties within the City of Lake Forest may be subject to approval of a business or property owner association. For signs subject to association approval, evidence of approval is required prior to issuance of sign permits by the City. To determine if your sign requires association approval, please contact your property manager or landlord. The Development Services Department may also have information on association approval requirements for your property.

Sign Computation:

For purposes of determining compliance with the maximum sign area permitted by the LFMC, the sign area shall be calculated as shown in the following examples. For signs with an irregular shape, the sign area shall be calculated by computing the area contained within a figure represented by a maximum of eight perpendicular lines.

