



City of La Puente

15900 E. Main Street, La Puente, CA 91744 Telephone (626)855-1500 Fax (626)961-4626

SIGN PLAN APPLICATION

NOTICE TO ALL APPLICANTS

In order for City Staff to expeditiously process your application and avoid processing delays, it is imperative that your application, plans, and/or other requested attachments are complete and that all requested information is submitted.

A complete description of the required materials is contained in the application. Please check the following items that have been included with the application:

Sign Plan Application Fee: (Check One)

- Master Sign Program
- Sign Plan

- Completed application with notarized signatures
- Sign Plans and Elevations – Five (5) sets of plans and one (1) 8½” x 11” reduction
- Electronic Files in PDF format (if available)
- Other _____

The Planning Commission meets on the first Tuesday of every month at 7:00 p.m. Planning Division personnel are available between 7:30 a.m. and 5:30 p.m., Monday through Thursday and Friday between 7:30 a.m. and 4:30 p.m. to answer any questions you may have or to receive your application for filing. It is recommended that you make an appointment with a planner if you wish to discuss your application.

Please sign and include this sheet with the filling of your application.

Applicant/Authorized Agent

CITY OF LA PUENTE REQUIREMENTS FOR FILING A SIGN PLAN APPLICATION

The review authority shall review the sign plans for compliance with the La Puente Municipal Code. Such review shall take place prior to the issuance of a building and/or electrical permit. The building permit shall be issued only if the Director of Development Services or Planning Commission approves, or conditionally approves, the required plans.

The Sign Plan Application shall include the following:

1. **APPLICATION FORM.** Each question must be answered completely. The application must be signed by the property owner.
2. **FILING FEE.** The Municipal Code requires that a filing fee to cover processing costs be paid at the time of filing the application. The filing fee is not refundable.
3. **SIGN PLANS:** Ten (10) sets of a site plan and sign elevations , plus one (1) set of 8 1/2” x 11” reductions drawn to scale and dimensioned with at least the following information:
 - a. Exact location of proposed sign
 - b. Existing structures
 - c. Paved parking areas
 - d. Landscape areas

One (1) color sign plan with at least the following details shown to scale and dimensioned:

- a. Letter style
 - b. Colors
 - c. Materials of construction
3. **PHOTOGRAPHS.** Photographs (as shown on the attached photographic map) of the subject property including the adjacent properties and areas of the addition or development.
4. **ADDITIONAL REQUIREMENTS.** The Planning Division reserves the right to request any additional plans and/or information that it feels is necessary for the public’s understanding of the proposed amendment.

In approving plans, the Director of Development Services or Planning Commission may require conditions as it may deem necessary for the protection of adjacent property and/or in the interest of the public welfare. Compliance with all such requirements shall be shown on the final plans.

**CITY OF LA PUENTE
APPLICATION FOR A
SIGN PLAN**

FILE NO. _____
Date Filed: _____

Project Address: _____

APPLICANT AND PROPERTY OWNER INFORMATION

Name of Applicant: _____

Applicant's Address: _____

City State Zip

Applicant's daytime phone number: (_____) _____

Applicant's FAX number, if any: (_____) _____

Applicant's E-Mail Address, if any: _____

Name of Property Owner: _____

Property Owner's Address: _____

City State Zip

To the Director of Development Services or Planning Commission:

Pursuant to Chapter 10.34, Title 10 of the La Puente Municipal Code, an application is hereby made to the Director of Development Services or Planning Commission:

Zone Classification of the Property: _____

Legal Description of the Property (Attach if necessary):

PROPOSED SIGN(S)

Type of Sign (Wall mounted sign, freestanding sign, etc.)	Dimensions	Area	Text

REQUIRED FINDINGS OF FACT

Section 10.34.060 of the La Puente Municipal Code requires that specific findings of fact be made before a Sign Plan Permit can be granted. In order to assist the City in evaluating this application, please describe how each of the required findings can be made:

1. The Director or Commission, as applicable, shall approve a sign application or master sign program if the following findings can be made:

a. The sign plan or sign program meets the requirements and sign design standards set forth in this Chapter; and

b. The sign plan or sign program is compatible with development on the subject property and developments in the immediate vicinity of the subject property, and does not detract from the character or quality of surrounding properties.

2. In reaching a decision, neither the Director nor the Commission shall be bound by the formal rules of evidence.

No sign shall be altered, replaced, erected, constructed, or attached on buildings, structures, or property until a sign plan application, on a form designated by the City, has been approved by either the Director or Commission, as set forth in this Section. The Director may request additional information to ensure compliance with this Chapter and other provisions of the La Puente Municipal Code.

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date: _____

(Signature)

For: _____

APPLICANT AFFIDAVIT

_____, _____, being duly sworn, depose and declare to the best of
(I, We) (Applicant's Name)

_____ knowledge that the foregoing is true and correct under the penalty of perjury:
(my, our)

Executed at _____
Address City State Zip

Date _____
Month Day Year

APPLICANT(S) AUTHORIZED AGENT(S):

I hereby certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Print Name

Print Name

Signature

Signature

State of California

County of _____

Subscribed and sworn to (or affirmed) before me on this _____ day of _____ 20____,
by (1)_____, proved to me on the basis of satisfactory
evidence to be the person who appeared before me (.) (,) and
(2)_____, proved to me on the basis of satisfactory evidence to
be the person who appeared before me.

Notary Public

Place Notary Seal Above

PROPERTY OWNER'S AFFIDAVIT

_____, _____, being duly sworn, depose and declare to the best of
(I, We) (Applicant's Name)

_____ knowledge that the foregoing is true and correct under the penalty of perjury:
(my, our)

Executed at _____
Address City State Zip

Date _____
Month Day Year

PROPERTY OWNER(S) AUTHORIZED AGENT(S):

I hereby certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Print Name

Signature

Print Name

Signature

State of California

County of _____

Subscribed and sworn to (or affirmed) before me on this _____ day of _____ 20____,
by (1) _____, proved to me on the basis of satisfactory
evidence to be the person who appeared before me (.) (,) and
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Notary Public

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ACKNOWLEDGEMENT OF BURDEN OF PROOF

TO ALL APPLICANTS FOR DEVELOPMENT AND SIGN PERMITS, UNCLASSIFIED USE PERMITS, TENTATIVE PARCEL, OR SUBDIVISION MAPS, CHANGE OF ZONE, GENERAL PLAN AMENDMENT, SPECIFIC PLAN, OR VARIANCE.

The employees of the Planning Division and Building Division have been instructed to give all possible assistance to anyone who desires to avail himself of the remedies provided by the Code in special zoning problems involving any of the procedures mentioned.

Such assistance, however, MUST NOT be interpreted as encouragement to the applicant, and THE APPLICANT MUST UNDERSTAND THAT IN ALL CASES THE BURDEN OF PROOF IS UPON HIM TO MAKE THE SHOWING NECESSARY before any of the described petitions can be granted, and that there is no guarantee expressed or implied that any application will be granted whatever agency that has authority in the matter.

The applicant must understand also that each matter must be carefully investigated and that after the investigation has been made, or the public hearing has been held, the Staff's recommendation or decision may be contrary to the position taken in the preliminary discussions.

The staff is NOT PERMITTED to assist the applicant or any opponents to an application in preparing arguments for or against the request.

I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

Date

APPLICANT: _____
Print or type name

Signature

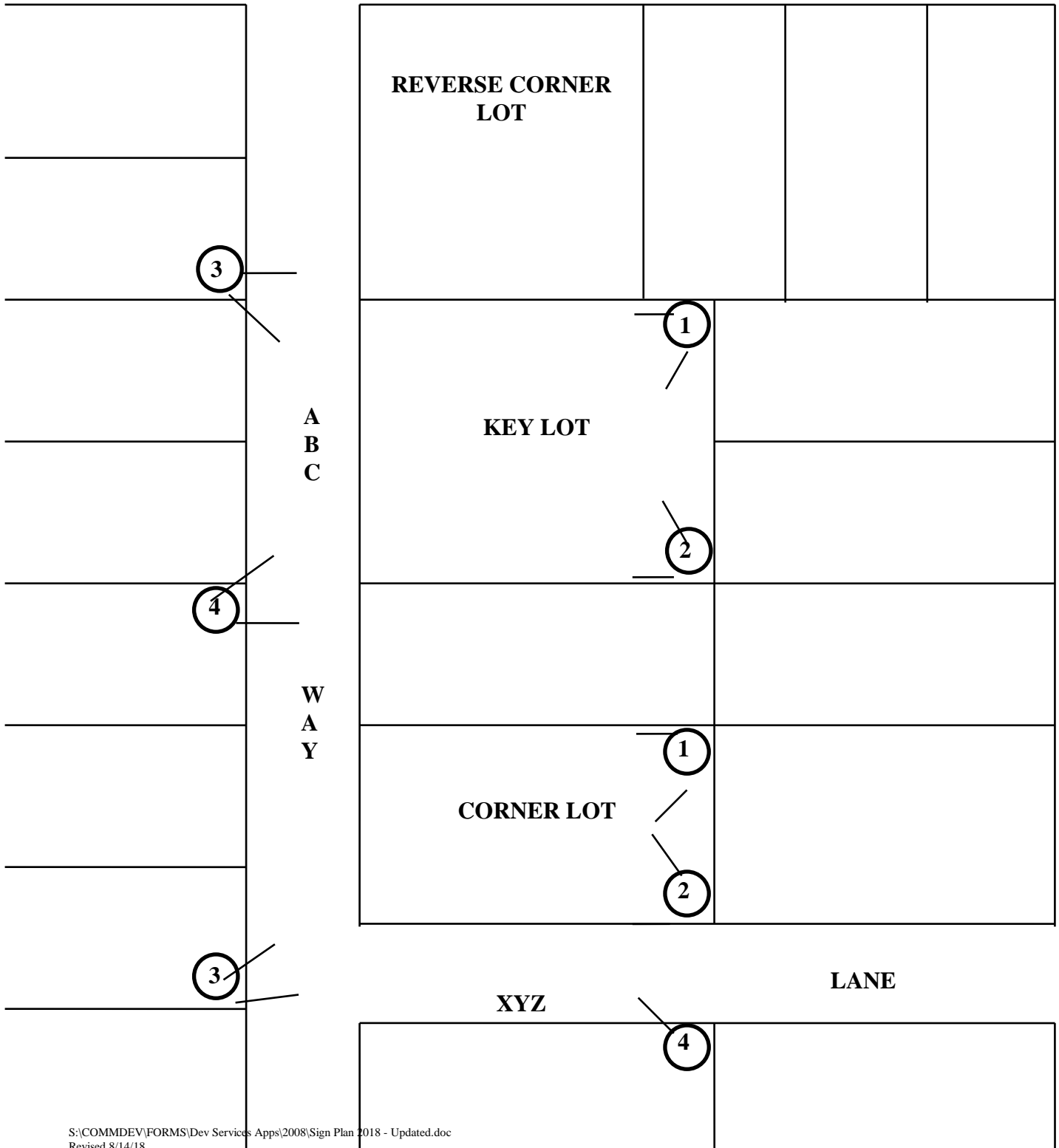
Address

City State Zip

Application No. _____

CITY OF LA PUENTE GENERAL INSTRUCTIONS FOR PHOTOGRAPHS OF SITES

The applicant must submit photographic prints from all angles (as shown below) of the subject property including the adjacent properties and area of the addition or development. All photographs must be captioned and numbered corresponding to the sample photograph map shown below. (A copy of location map may be obtained from the Planning Division).





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ENVIRONMENTAL INFORMATION FORM

(To be completed by applicant)

Date filed: _____

File No: _____

GENERAL INFORMATION

1. Name and address of developer or project sponsor: _____

2. Address or location of project: _____

Assessor's Map Book, Page and Parcel Number: _____

3. Name(s), address(es), and telephone number(s), of person(s) to be contacted concerning this project:

4. Type of permit(s) applied for: _____

5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies: _____

6. Existing zoning district: _____

7. Proposed use of site (project for which this form is filed): _____

PROJECT DESCRIPTION (attach additional sheets if necessary)

8. Site size: _____
9. Square footage of building(s): _____
10. Number of floors on construction: _____
11. Amount of off-street parking provided: _____
12. Proposed scheduling: _____
13. Associated projects: _____
14. Anticipated incremental development: _____

15. If **residential**, include number of units, schedule of unit sizes, range of sales price or rents and type of household sizes expected: _____

16. If **commercial**, indicate the type (whether neighborhood, city or regionally-oriented), square footage of building area and loading facilities:

17. If **industrial**, describe type, estimated employment per shift and loading facilities:

18. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities and community benefits to be derived from the project:

19. If the project involves a variance, conditional use permit, zone change, General Plan or municipal code amendment or specific plan application, state why the application is needed:

20. What utilities are available to the project site?

Are the following items applicable to the project of its effects? Discuss below all items checked yes (attach additional sheets if necessary).

- | YES | NO | |
|-------|-------|--|
| _____ | _____ | 21. Change in existing features of any hills, or substantial altering of ground contours. |
| _____ | _____ | 22. Change in scenic views or vistas from existing residential areas or public lands or roads. |
| _____ | _____ | 23. Change in pattern, scale or character of general area of project. |
| _____ | _____ | 24. Significant amounts of solid waste or litter. |
| _____ | _____ | 25. Change in dust, ash, smoke, fumes or odor in vicinity. |
| _____ | _____ | 26. Change in ground water quality or quantity, or alteration of existing drainage patterns. |
| _____ | _____ | 27. Substantial change in existing noise or vibration levels in the vicinity. |
| _____ | _____ | 28. Site on filled land or on slope of 10 percent or more. |
| _____ | _____ | 29. Use or disposal of potentially hazardous materials, such as toxic substances, flammable, or explosives. |
| _____ | _____ | 30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.) |
| _____ | _____ | 31. Substantial increase fossil fuel consumption (electricity, oil, natural gas, etc.). |
| _____ | _____ | 32. Relationship to a larger project or series of projects. |
| _____ | _____ | 33. Has a prior environmental impact report been prepared for a program, plan, policy or ordinance consistent with this project? |
| _____ | _____ | 34. If you answered yes to question 33, may this project cause significant effects on the environment that were not examined in the prior EIR? |

ENVIRONMENTAL SETTING

35. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.

36. Describe the surrounding properties, including information on plants and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

37. Attach plans showing all existing and/or proposed development.

CERTIFICATION:

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date: _____

(Signature)

For: _____

(Print Name)