



# City of West Covina Planning Department

## Instructions for filing for a Sign Review

A Sign Review application must be accompanied by the items listed below

**1. Filing Fee:**

<u>Type of Request</u>	<u>Fee</u>
<u>Sign Permit Clearance (SPC)</u> – for wall signs and hanging signs (except for office building wall signs and signs that are not interior illuminated)	\$189.00 per sign.
<u>Sign Administrative Review (SAR)</u> – for office wall signs, detached signs (not including freeway bonus and readerboard signs), wall signs with building area bonus, residential identification signs, and business name bonus signs	\$550.00 per sign.
<u>Sign Criteria Review (SCR)</u> – for the coordination of signs on the same site; required for sites with two (2) or more enclosed tenant spaces	\$1,350.00

- 2. Application:** The attached form must be completed as indicated.
- 3. Owner's Approval:** All signs must have approval by the owner or his/her representative. This could be done in the form of an attached letter or an authorized signature on a copy of the sign plans
- 4. Site Plan:** [3 sets required] The site plan must include: the location of the sign(s), the number of proposed signs, the location of the building in relation to the street and the parking lot, and the distance between the sign and any driveways or sidewalks (if applicable).
- 5. Elevation Plans:** [3 sets required, 1 of which in color] The elevation plan must include: the dimensions and area of each proposed sign, the length of the storefront, the proposed colors of the sign, the location of the proposed sign, the type of material the sign is to be constructed of, and how the sign is illuminated.

*Note: A SPC may be approved over the counter if there is a Sign Criteria approved for that center. Otherwise, please allow up to five business days for processing. Please allow up to ten business days for processing a SAR sign. Please allow up to 30 business days for processing a Sign Criteria Review.*

## Sign Review Application

**Type of Request (check all that apply):**

Sign Permit Clearance

Wall Signs (Non-Office)

Hanging Signs (Non-Office)

Sign Administrative Review

Office Wall Signs

Detached Signs

Signs with Bonuses

Residential Identification Signs

Sign Criteria

Coordination of signs  
within the same site

**Business/Applicant Information**

*Applicant/Business Name:* \_\_\_\_\_

*Address of Business (Center Address for SCR):* \_\_\_\_\_

*Contact Name & Phone:* \_\_\_\_\_

*Contact Email:* \_\_\_\_\_

**Contractor Information**

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

*Address of Business:* \_\_\_\_\_

*Contact Name & Phone:* \_\_\_\_\_

*Contractor's License Number:* \_\_\_\_\_

*Contractor's Email:* \_\_\_\_\_

## Sign Information – For SPC and SAR

In the following matrix, please fill out all of the applicable information:

Sign Number <i>(as shown on plans)</i>	Dimensions of Sign <i>(Ht. x Width)</i>	Total Area of Sign	Length of Storefront <i>(if applicable)</i>	Building Face Area <i>(for office wall signs only)</i>

**Supplemental Questions:**

Are all signs internally illuminated channel letter signs? (If no, please describe the type of sign)

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Is the proposed sign a face change? Please circle one.

YES

NO

*For Commercial Detached Signs Only:*

What is the total retail area within the commercial center? \_\_\_\_\_