



City of Commerce

Community Development Department
2535 Commerce Way
Commerce, CA 90040
Tel. (323)722-4805 • planning-division@commerceca.gov

MASTER SIGN PLAN APPLICATION

FOR OFFICE USE ONLY

Project No: _____ **Application Fee:** _____ **Date Submitted:** _____

APPLICATION COMPLETENESS: Only applications that include all of the required application requirements will be deemed “complete.” Please be advised that additional information may be required to complete your application.

The Community Development Department retains the right to review documents and determine that they are adequate in their ability to convey the applicant’s request to the decision making body. Applicants will be notified, within **30 days** of filing the application and paying all required fees, whether or not their application is complete. Only projects with complete applications will be reviewed by the decision making body.

NOTE: The Master Sign Plan Application is also available at the following website address:
<https://www.commerceca.gov/city-hall/community-development/planning/planning-applications-fees>

A Master Sign Plan is required for all new nonresidential development projects with three or more tenant spaces, or for any nonresidential development involving the reconstruction and reuse of existing buildings with three or more tenant spaces. The Master Sign Plan is intended to integrate the architectural design of a site while providing flexible means of applying and modifying the sign regulations to ensure high quality display of multiple permanent signs.

INSTRUCTIONS TO APPLICANT:

A. Complete all the items listed below. *Please print legibly.*

B. Submit the following:

- ☐ 1 completed Application
- ☐ 1 electronic copy of Site/Plot Plan to scale (*or 24”x 36” sheets if submitting in person*)
- ☐ 1 electronic copy of Floor Plan to scale (*or 24”x 36” sheets if submitting in person*)
- ☐ 1 electronic copy of Elevations to scale (*or 24”x 36” sheets if submitting in person*)
- ☐ Master Sign Plan shall include the following:
 1. Map of all buildings, parking lots, driveways, landscaped areas etc.
 2. Location of all proposed/future signs.
 3. Sign(s) design criteria (*including letter styles, colors, logo styles, installation details, illumination, sizes, materials, etc.*)
 4. Computation of maximum total sign area (*including wall signs, freestanding signs, etc.*), total number of signs on property, and height.

C. Occupant’s Permission to Enter and Investigate Site

D. Affidavit

E. Application Fee (*See link above for current ‘Fee Schedule’ information*)

***For electronic submittals email all required documents to:** planning-division@commerceca.gov

APPLICANT INFORMATION:

Applicant: _____

Company/Organization: _____

Mailing Address: _____

Telephone No.: _____ Email: _____

Property Owner (*If not the Applicant*): _____

Mailing Address: _____

Telephone No.: _____ Email: _____

SUBJECT PROPERTY:

Property Address: _____

Assessor Parcel No(s): _____ Present Zoning: _____

Is the property a multiple tenant site?: ☐ Yes ☐ No If yes indicate number of tenants: _____

Business frontage width (*average*): _____ Property frontage width: _____ No. of floors of bldg. _____

APPLICANT REQUEST: *Provide a detailed description of Master Sign Plan and reason for request. (attach additional sheets if necessary)*

APPLICANT'S STATEMENT OF FACTS: *To assist the Planning Commission in reviewing your proposal, the Applicant shall answer the following questions as thoroughly as possible.*

1. **What special project characteristics (*e.g., the size of proposed signs, limited site visibility*), does your proposal contain?**
2. **How does your proposal manifest exceptional visual harmony between the sign, buildings and other components of the site through the use of a consistent design theme, including but not limited to color, materials, location, scale and/or type of sign proposed?**

3. How does the proposal promote and compliment the planned land use in the area of the site and enhance the aesthetics of the surrounding area?
4. How is the proposal compatible with the scale, character, design and lighting of adjacent property?
5. How does the proposal not obstruct natural scenic views from public right-of-way or public property?

CERTIFICATE AND AFFIDAVIT OF APPLICANT: I/we understand and agree to abide by all the regulations of the City of Commerce and any other conditions imposed for the review/activity requested. I/we certify that all statements made on this application are true and complete. I/we understand that any false statement may result in denial or revocation of the requested application.

Applicant Signature

Date

Property owner must sign this application. If this portion is completed by someone other than the property owner (i.e., property manager or landlord) written proof is required authorizing the individual to sign on behalf of the property owner.

Property Owner/Approving Agent Signature

Date

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Received By: _____ Application Fee: _____ Receipt No.: _____

Recommend to: ☐ Approve ☐ Not Approve Scheduled for Planning Commission: (Date) _____
(If applicable)

AFFIDAVIT

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)

I, _____, am the owner / owner in escrow, of the property involved in this application. I am being duly sworn, depose and say that I am the applicant in the forgoing application that I have read the forgoing application for a Master Sign Plan and know the contents thereof. I certify that the forgoing is true and correct to the best of my knowledge and belief.

Date

Owner's signature

Title

Company

Mailing Address

Phone No.

I, _____, being duly sworn, depose and say that I am the applicant in the forgoing application, that I have read the forgoing application for a Master Sign Plan and know the content thereof. I certify that the forgoing is true and correct to the best of my knowledge and belief.

Date

Owner's signature

Title

Company

Mailing Address

Phone No.

Subscribed and sworn before me this _____ day of _____, 20_____.

NOTARY PUBLIC
COUNTY OF LOS ANGELES
STATE OF CALIFORNIA



**CITY OF COMMERCE
COMMUNITY DEVELOPMENT DEPARTMENT**

<https://www.commerceca.gov/city-hall/community-development/planning>

OCCUPANT'S PERMISSION TO ENTER AND INVESTIGATE SITE

City of Commerce
Community Development Department
2535 Commerce Way
Commerce, CA 90040

I, _____, as _____
(owner or lessee)

and occupant of the property located at: _____,

do hereby authorize representatives from the City of Commerce to enter upon the above-mentioned property for
inspection purposes and to obtain photographs of the subject property to prepare the necessary reports associated
with Public Hearing Case: _____.

This authorization is null and void upon the final decision on this particular case, made either by the Planning
Commission or City Council of the City of Commerce.

I do/ do not have a dog or other animals on the premises.
(circle one)

Signature

Date

To be filled out by occupant (owner or lessee)