



City of Commerce

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

OFF-SITE DIGITAL BILLBOARDS DEVELOPMENT AGREEMENT REQUEST FORM

FOR OFFICE USE ONLY

Project No: _____ **Deposit 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 Off-Site Digital Billboard Sign Request Form is also available at the following website address:
<https://www.commerceca.gov/city-hall/community-development/planning/planning-applications-fees>

Off-site digital billboard signs must comply with all requirements under CMC Division 4 (Sections 19.25.160–19.25.190), as well as all applicable federal and state regulations, including the Highway Beautification Act, the Outdoor Advertising Act, and CEQA. No digital billboard may be constructed or converted without City Council approval of a Development Agreement or, for signs on City property, a Lease or License Agreement. Applicants must provide proof of legal or equitable interest in the property, including leases, licenses, easements, or other entitlements, along with written consent from the property owner. All proposed signs must meet the City’s standards for location, height, design, spacing, lighting, photometric limits, safety, emergency alert capabilities, and landscaping, and must submit all materials required under CMC 19.25.190.

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*)
 - 1 electronic copy of Landscape Plans to scale (*No physical copies will be accepted*)
 - 1 electronic copy of Conceptual Plans (*or 24”x 36” sheets if submitting in person*)
 - Photo survey of all existing signage
 - 500 ft Radius Map
 - Property Owners Mailing List and Labels within the 500ft (*2 sets*)
- C. CEQA documentation and technical studies
- D. Lighting/photometric Analysis (*required under CMC 19.25.190(A)(9)*)
- E. Affidavit
- F. Deposit Fee (*See link above for current ‘Fee Schedule’ information*)

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

GENERAL INFORMATION: *Note: If the property owner or applicant is a trust, partnership, corporation, or LLC, on a separate sheet, provide a listing of all persons that make-up the trust, partnership, corporation, or LLC.*

Property Owner: _____

Property Address: _____

Mailing Address: _____

Telephone No.: _____ Email: _____

Applicant: _____

Mailing Address: _____

Telephone No.: _____ Email: _____

Applicant's Representative: _____

Mailing Address: _____

Telephone No.: _____ Email: _____

PROJECT INFORMATION:

General Location or Project Address: _____

Assessor's Parcel No(s): _____

Legal Description of Property: *(Continue on separate page, if necessary)*

Present Zoning: _____ Surrounding Land Uses: _____

Is the proposed digital billboard sign: New Digital Billboard or Replacement of Existing Static Billboard

Sign Area (sq.ft.): _____ Height (ft): _____ *Note: Replacement signs cannot exceed existing height (except freeway-oriented signs)*

Is the proposed digital billboard sign adjacent to the I-5 or I-710 freeway? Yes No

Is the proposed digital billboard sign within 1,000 ft of another freeway-oriented digital billboard? Yes No *(same side of freeway)*

APPLICANT'S STATEMENT OF FACTS: *According to the Commerce Zoning Ordinance, the Planning Commission and City Council must make certain findings before approving a development agreement or lease/license agreement. The applicant shall answer the following questions as thoroughly as possible.*

--- Continue next page ---

- 1. How does the proposed digital billboard agreement comply with the goals, objectives, purposes, and provisions of the City's General Plan, Municipal Code, and any applicable specific plans?**

- 2. Describe how the proposed digital billboard sign is compatible with the existing uses, structures, and character of the site and surrounding area.**

- 3. Explain how the proposed digital billboard sign will avoid creating any traffic or safety problems, including issues related to visibility, on-site circulation, sight lines, or driver distraction.**

- 4. Demonstrate that the proposed digital billboard sign will not interfere with any required on-site parking, access, or landscaping mandated by the Municipal Code or existing permits.**

- 5. Describe how the proposed digital billboard sign will avoid creating any threat to the general health, safety, or welfare of City residents.**

- 6. Identify and describe the substantial public benefits the proposed digital billboard sign will provide, and explain how these benefits would not otherwise accrue to the public without the installation of the sign.**

CERTIFICATE AND AFFIDAVIT OF APPLICANT: I/we understand and agree to abide by all regulations of the City of Commerce applicable to Off-Site Digital Billboard Signs, including all requirements of Division 4 of the Municipal Code, and any additional conditions imposed as part of the review and approval of this application. I/we further certify that the proposed digital billboard will comply with all applicable federal, state, and local laws, including the Highway Beautification Act (23 U.S.C. §131), the Outdoor Advertising Act (Business and Professions Code §5200 et seq.), Title 4 of the California Code of Regulations §2242(c), CEQA requirements, all conditions of any approved Development Agreement or Lease/License Agreement, and all regulations or approvals required by the California Department of Transportation Outdoor Advertising Division. I/we certify that all statements, materials, plans, and information submitted with this application are true and complete, and I/we understand that any false or misleading statement may result in the denial, revocation, or modification of the requested application or related approvals.

Applicant Signature

Date

Property owner must sign this form. 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

FOR OFFICE USE ONLY

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

Development Agreement Lease/License Agreement Planning Commission: (Date) _____

Recommend to: Approve Not Approve City Council: (Date) _____

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 an Off-Site Digital Billboard 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 Conditional Use Permit 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