CITY OF GLENDORA
116 E. FOOTHILL BLVD.
www.ci.glendora.ca.us

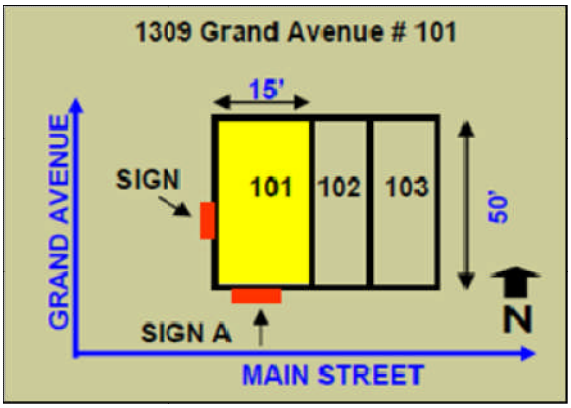
SIGN
SUBMITTAL CHECKLIST

Prior to submitting plans, contact the Planning Department for allowable signage.

WALL SIGNS:

Two complete sets of plans are required:
All plans must be **drawn to scale** and fully dimensioned.

- ☐ **Address of Subject Property**
- ☐ **Plot Plan –** Provide property dimensions, location and dimensions of structures and setbacks from property lines. Show the location of the proposed sign in relation to the building. Indicate the storefront where the proposed sign is to be located along with the dimensions of exterior walls where a sign is proposed.



Example depicts how the plot plan should be formatted

- ☐ **Building Elevations –** Provide building elevations indicating how the sign will relate to the exterior of the building.
  - ☐ Identify architectural features, adjacent signs, and the placement, height and location of proposed signs.
  - ☐ Indicate the dimensions of the proposed sign from finished grade.
  - ☐ If applicable, provide dimensions for the top of the parapet, architectural features and dimensions for placement on the storefront/wall location.
  - ☐ A photo of the existing building elevation with the proposed sign and the necessary dimensions usually works best.

- ☐ **Sign Location:** Sign should be located above the main business entrance and should not block a building's architectural features. Signs are not allowed on top of a roof and may not project above the roof parapet.
  Signs should not face residences.
- ☐ **Sign Area:** Allowable sign area is determined by multiplying the wall or storefront width on which the wall sign will be placed by two. For example, a storefront of 50 feet in width may be permitted up to 100 square feet of wall sign area.
- ☐ **Wall Sign Types:** Individual channel letter signs are preferred. Canned signs are not permitted.
- ☐ **Other types of signs:** Window signs, directories and temporary banner signs may be permitted subject to certain restrictions:
  - Window signs may not exceed 25 percent of the area for temporary signage or 50 percent if used for permanent signage.
  - Banner signs may be permitted for up to 90 days.
  - One directory sign, 2.5 square feet per every 6 occupants, is allowed

- ☐ **Sign Copy –** Indicate the name of the business and/or services provided, including logos. No phone numbers or internet/email addresses are permitted. No moving signs or flashing signs are permitted..
- ☐ **Reference 2010 California Building Code & 2010 California Energy Code**
- ☐ **Provide switch disconnect (s) within sight of the sign per CEC Section 600.6.**
- ☐ **Provide UL listing per CEC Section 600.3**
- ☐ **Provide listed neon tube supports for attachment per CEC 600.41 (B).**
- ☐ **Provide Energy Documentation FORM SLTG-1: must be reproduced on the plans**
- ☐ **Front and Side Elevations -** Indicate finish materials; colors; fonts.
- ☐ **Attachment –** Provide details for attachment of sign to the structure.

MONUMENT SIGNS:

Three complete sets of plans are required:
All plans must be **drawn to scale** and fully dimensioned.

- ☐ **Address of Subject Property**
- ☐ **Plot Plan –** Provide dimensions for property lines, structures and setbacks from property lines on plans; show location of sign in relation to building and parking.
- ☐ **Sign Copy –** Indicate the name of the business and/or services provided, including logos. No phone numbers or internet/email addresses are permitted. No moving or flashing signs are permitted.
- ☐ **Sign Location:** Monument sign should be located near driveway entrances or near street intersections above the main business entrance and should not block a building's architectural features. Signs are not allowed on top of a roof and may not project above the roof parapet. Signs should not face residences.

- ☐ **Sign Area:** Allowable monument sign sizes will vary based on the size of a property and zoning. The following chart describes allowable monument sign area based on zoning and property size in commercial areas (C-2/ C-3/ C-M zones) other than in the Route 66 Specific Plan:

Property Size	Sign Area (Sq. Ft.) Per Face
10+ acres	120
6-10	100
3-6	75
1-3	37.5
0.5-1	30

- ☐ **Sign Identification:** The monument sign may only identify the name of the shopping center. In lieu of the shopping center, one tenant may be identified for centers under six acres. Centers over six acres may identify two tenants.
- ☐ **C-1/MS/M1 OR M1-A Zones**: Properties in the C-1/ MS/ M1 or M1-A zones are not permitted to have a monument sign.
- ☐ **In the Route 66 Specific Plan**, each property is permitted to have one monument sign limited to 40 square feet per face. Shopping centers, office parks, and other planned developments may have a monument sign of up to 100 square feet.
- ☐ **Monument Sign Appearance:** Preferred monument sign design elements include a decorative architectural base, side frames (such as pilasters or columns), and a cornice top. Sign panels shall provide individual backlit letters, or stenciled panels with three-dimensional push-through graphics.
- ☐ **Landscape Area –** All monument signs must be placed in a landscape area twice the size of the monument sign area. Include information on irrigation.
- ☐ **Foundation Detail –** provide foundation size, reinforcement detail, etc.
- ☐ **Structural Calculations –** The structural calculations must bear the engineer's seal and wet signature.
- ☐ **Provide switch disconnect (s) within sight of the sign per the CEC Section 600.6.**
- ☐ **Provide UL listing per CEC Section 600.3.**
- ☐ **Provide listed neon tube supports for attachment per CEC 600.41 (B).**
- ☐ **Provide Energy Documentation FORM SLTG-1: must be reproduced on the plans.**
- ☐ **Front and Side Elevations -** Indicate finish materials; colors; fonts.
- ☐ **Attachment –** Provide details for attachment of sign to the structure.
- ☐ **Engineering Division** – Based on the location of the sign on the property, the Engineering Division may be requested to analyze any site distance concerns. Applicant will be notified if a location change is required.

Contact Information:

Planning Division - 626-914-8214

Building Division – 626-914-8222

Engineering Division – 626-914-8246