

SIGN PROGRAM INFORMATION SHEET

INTENT: The purpose of a Sign Program is to ensure coordination and visual harmony of signs within a development. As one of the most visible elements in a streetscape, signs have a significant influence upon the visual environment and upon a viewer's perception of the community. Effective signage contributes to a

positive community image, thereby preserving property values and promoting the economic health of the community.

WHEN REQUIRED: Section 2-31-1.B. of the City of Irvine Zoning Ordinance states that a Sign Program is required whenever any of the following circumstances exist:

- 1) site with two or more property owners; or
- 2) site located in a residential village containing a retail, office or warehouse related use; or
- site located in a residential village using exposed neon (including gaseous light and fiber optic tubing); or
- 4) request for administrative relief from the terms of Chapter 7 is submitted.

Additionally, Section 7-2-1.B of the Zoning Ordinance requires a Sign Program for certain types of signs, such as; super graphics, icon signs, village identification sign, attraction board sign, decorative construction fence, electronic message center or private development sign proposed in the Jeffrey Open Space Spine.

WHO APPROVES: The simplest way to get a Sign Program approved is to design all the signs in exact compliance with the regulations in the Zoning Ordinance. A Sign Program meeting the intent of the Sign Ordinance and complying with all regulations in Chapter 7 of the Zoning Ordinance is subject to review and action by the Director of Community Development. A Sign Program that does not comply with all regulations in the Zoning Ordinance must request Administrative Relief. Administrative Relief is intended to allow for flexibility in regulations when a standard is inapplicable or inappropriate to a specific use or design. When Administrative Relief is requested, the case is generally reviewed by the Zoning Administrator, and requires a public hearing. Please see the Administrative Relief Information Sheet for details. A Sign Program must be reviewed and acted upon by the Planning Commission when it includes signs specified in the Zoning Ordinance for Planning Commission review or when referred by the Director of Community Development or the Zoning Administrator.

COST: The cost of processing your Sign Program is charged according to the hours spent by staff in checking plans and if required, writing a staff report, preparing environmental documents, notifying the public and attending the public hearing. You will also be billed for project related costs such as public notice advertising, postage and City Attorney fees if these are required for your project. Total cost may vary widely according to the size and complexity of the project. You must first open a Developer Deposit Case account with an initial deposit of \$1,500.00 to which project costs are charged. See Developer Deposit Case Form for more specific information. At the close of your case, any remaining funds will be returned to you. At the City's sole discretion, a planning consultant may process your application.

FORMAT: All Sign Programs must use the attached Sign Program form. You may fill in the blanks or obtain the form (in Microsoft Word) on computer disk. Please provide your own blank disk if you wish to obtain the electronic copy. You may provide your own design if each page is 8 1/2 x 11 horizontal format and contains the same information and numbering as the corresponding page of the standard form. The form includes all the data necessary for staff to determine whether the signs are in compliance with the Zoning Ordinance. The standard form expedites Sign Program review and Sign Permit issuance.

(continued on reverse)

SIGN PROGRAM

Property Owner:

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(ADDRESSES OF ALL BUILDINGS TO WHICH THIS SIGN PROGRAM APPLIES)

(ZONING LAND USE CATEGORY OF PROPERTY)

(PLANNING AREA NUMBER)

Note: Where a sign program's requirements are more restrictive than the City Zoning Ordinance, the sign program will be enforced by the City. However, it should be noted that a strict sign program with a significant level of detail may require more frequent modification as tenant or market circumstances change. Please take this into consideration when preparing your sign program.

Program Designer:	Location Map (include north arrow)	Program Title Page 1 (Development Name)
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 $\begin{array}{c} \text{Snoits nimul II} \\ \text{(M io Y)} \end{array}$ Logos Allowed? (Y or Y) Height or Length Limitations? (in feet) Max. Height of Sign Above Ground Height (in inches) Max. Letter (.ft.ps ni) Max. Sign Area Quantity Sign Location Projecting or Suspended Canopy Mall Ground Sign Classification Per Zoning Ord. Description Sign Type

For complex programs containing a large number of signs, use a separate sign summary page. Number additional pages 2.a, 2.b, etc.

Sign Summary Page 2

(Development Name)

(Development Name)

All sign types may be shown on one set of elevations.

ion: Refer to Sign Summary Page 2)	The intent and findings of a Sign Program require that proposed signs are in harmony with and visually related to: (a) other signs in the program, (b) the building(s) and/or development they identify, and (c) surrounding development(s)	Sign Type Specifications Page 5 (Development Name)
Sign type: Description:	Letter-style(s) allowed: (Provide name of letter-style & sample in graphic box):	Maximum sign area: Sign construction/material: Illumination: Yes or No, If yes, External or Internal Logo permitted: Yes or No Provide a separate sign Type Specification Page for each sign type. Include side elevations for monument signs. Number additional pages 5.a, 5.b, etc.
	Provide the following for each sign: 1. Maximum letter height: 2. Color(s) allowed: 3. Maximum sign dimensions: a. Height: b. Length: c. Depth:	 Maximum sign area: Sign construction/material: Illumination: Yes or No, If yes, External or Internal Logo permitted: Yes or No Provide a separate sign Type Specification Page for each sign additional pages 5.a, 5.b, etc.

SUBMITTAL REQUIREMENTS: Please use this information sheet as a checklist to assemble the materials required for your Sign Program, and bring it with you when you submit your application. Be sure the appropriate person has signed all letters and forms. If you have any questions about the items requested, please call the Development Assistance Center at (949) 724-6308.

SECT	ION A - City Docume	nts
	Development Case A	Application
	Developer Deposit C	ase Set-up Form
SECT	ION B - Letter of Ju	ustification
	explain how it would	e addressed to the City. It should describe the sign program in your own words and enhance the development where the signs are to be located. As a guideline, use the gn Program section of the Zoning Ordinance listed below. These will assist you in nation:
	-	The proposed Sign Program satisfies the intent of the Sign Ordinance.
	-	The proposed signs are in harmony with and visually related to:
		 (a) Other signs in the sign program (b) The building(s) and/or development they identify (c) Surrounding development(s)
	-	The proposed sign program shall not adversely affect surrounding land uses of obscure adjacent signs.
	-	The proposed sign program criteria shall be sufficiently comprehensive and flexible to accommodate changes in building tenants and their sign needs.
	-	The proposed sign program will comply with all the regulations of this chapter except where Administrative Relief has been requested.
SECT	TON C - Deposit Ch	neck payable to the City of Irvine
	A deposit of \$1,500.0	00 is required.
SECT	ION D - Sign Progr	am Plan Drawings
	Submit four copies	of drawings using the standard Sign Program format, attached to this information

SECTION E - Additional Materials

As stated in section 2-9-3 of the Zoning Ordinance, the Director of Community Development may require additional materials to determine that your application is complete.

sheet. For your information, ground signs will be measured as shown in Figure 1 and 2, attached.

You will be notified within 30 days of the date you submit your application if any additional materials will be necessary to complete this application.