



CITY OF BELLFLOWER
 PLANNING DIVISION
 16600 CIVIC CENTER DR.
 BELLFLOWER, CA 90706
 562-804-1424
www.bellflower.org

STAFF USE ONLY

CASE NO.:	RECEIVED BY:	DATE:
BL NO.:	RECEIPT NO.:	
Administrative Sign Permit	Master Sign Permit (1-9):	

SIGN APPLICATION

Please complete this application thoroughly and attach all required documentation. Should you have a question regarding how to complete this application, please contact the Planning Division at 562-804-1424.

Business Name: _____

Site Address: _____ Residential Nonresidential

Assessor's Parcel Number(s): _____ Zone: _____ Lot Size: _____

Applicant's Name: _____ Telephone: _____

Mailing Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Property Owner/ Authorized Agent: _____ Telephone: _____

Mailing Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Existing Signs

Number and Type of Existing Sign(s): _____

Total Square Footage of Existing Sign(s): _____

Proposed Signs

Illumination Source: Internal External Non-illuminated

Building Sign Type/Quantity: Wall _____ Projecting (Hanging) _____ Awning _____ Blade _____

Window _____ Canopy _____ Roof _____ Marquee _____ Painted Mural _____

Pedestrian-Oriented Projecting _____

Freestanding Sign Type/Quantity: Pylon (Major/Minor) _____ Pole _____ Monument _____

Canopy _____ Menu Board _____

Other Sign Type/Quantity: Digital _____ Off-Premises _____ Other _____ Billboard _____

I, _____, am the property owner for the subject property and have read and understand all statements including the filing requirements on the reverse side of this application. I hereby authorize _____ to act as my representative and to bind me in all matters concerning this application. I hereby affirm under penalty of perjury that the foregoing statements, facts and attachments are true and correct. I, agree to indemnify and hold the City harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising from the City's approval of this sign permit. Should the City be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of the City approval of this sign permit, I agree to defend the City (at the City's request and with counsel satisfactory to the City) and will indemnify the City for any judgment rendered against it or any sums paid out in settlement or otherwise. For purposes of this section "the City" includes the City of Bellflower's elected officials, appointed officials, officers, and employees. I, the property owner or authorized agent of the property involved, ensure all signs comply with the standards in BMC Chapter 17.68.

Property Owner's Signature	Date	Applicant's Signature	Date
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SUBMITTAL REQUIREMENTS

Three sets of scaled plans, to include the following:

1. **Proposed Sign Details**

Illustrate the following on sign plans:

- Square Footage of proposed sign(s)
- Materials of proposed sign(s)
- Colors (Background and letter colors)
- Dimension of proposed sign(s)
 - Pole Signs: Illustrate distance from grade to bottom edge of sign
 - Monument Signs: Illustrate height from grade to the top of sign
- Dimension of letters (height, width and depth)
- Type of illumination

2. **Building Elevation Details, if applicable**

Illustrate the following on building elevation plans:

- All building dimensions
- Length of the tenant space(s), if applicable
- Scale or indicate not to scale
- Location of proposed signage, dimensioned, on all building elevations (front, side(s), and rear)

3. **Site Plan Details**

Illustrate the following on site plan:

- Property lines and dimensions
- Existing structures
- Sidewalks and private walkways
- Planter areas and parking spaces
- Scale or indicate not to scale and north arrow
- Include address, streets, suite numbers
- Location of tenant space
- Location of proposed sign(s)

4. **Method of Attachment**

- Provide a detailed schematic illustrating the method of attachment for all proposed signage. Check with the Building and Safety Division for additional requirements on attachment details and engineering.

5. **Application Fee, as established by City Council resolution**