HISTORIC BROADWAY SIGN SUPPLEMENTAL USE DISTRICT

APPLICATION INSTRUCTIONS AND REQUIREMENTS FOR
PROJECT PERMIT COMPLIANCE

1. Read **ALL** instructions carefully
2. Submit all materials requested. *Missing or incomplete materials cause delays.*
3. Before designing the project:
    - Review the text of the **Historic Broadway Sign Supplemental Use District** Plan, available at: http://planning.lacity.org/documents/policy/BroadwaySignSupplemental.pdf
    - You can also download this document through ZIMAS at http://zimas.lacity.org under the Planning and Zoning dropdown. Click the link for Historic Broadway Sign Supplemental Use District to open links to this document and the plan area map.
    - You may also contact the LA City Planning Department to get a copy; see contact info. below.
4. **As soon as possible**, preferably at the beginning of the design process, contact City Planning Broadway staff by phone or email to:
    - Schedule a **consultation** if needed regarding design criteria and required submittal package, or **when you are ready to file**, contact City Planning staff to schedule a **preliminary review** to go over your project site plan and discuss any points from the Historic Broadway Sign Supplemental Use District Plan that affect your project and,
    - Get an understanding of timelines with respect to the entitlements that are applied for and the approval process.

Project Permit Compliance Required. An application for Project Permit Compliance shall comply with Section 11.5.7 of the LAMC. No Permit shall be issued by LADBS for the following types of signs unless the Director has issued a Project Permit Compliance approval pursuant to the procedures set forth in Section 11.5.7 of the Code:

- Architectural Canopy Sign
- Blade Sign
- Open Panel Roof Sign
- Marquee Digital Sign
- Painted Secondary Façade Sign
- Any sign that contains Three-Dimensional Sculptural Elements
- Any sign that contains Kinetic Elements
- Freestanding Rooftop Elements
- Any sign that displays Off-Site Advertising, except for Illuminated Projection Signs

Please submit **four (4) copies of all plan sheets, minimum 11”x 17” size**, fully dimensioned and drawn to scale.

Basic Checklist for all projects:

- **Department of City Planning Application Form.** Fill-in the appropriate information, providing a **Written Description of the Project**, applicant, owner, and representative information, etc. An application will not be accepted without the notarized signature of the property owner. The **Application Type** is a “Project Permit Compliance.” The **Action Requested** is pursuant to Section 11.5.7 of the L.A.M.C. and Section 7.1 A of Ordinance 184056. Provide the required signatures of the adjacent property owners and the notarized Perjury Statement.
- **Project Planning Referral Form**, signed by Historic Broadway Sign Supplemental Use District Planner
- **Site/Plot Plan**. Show all property lines and dimensions show all existing structures, locations of all existing signs on the property and their dimensions (1/8” minimum scale, reduced on 11 x 17 paper).

Los Angeles Department of City Planning – Metro Neighborhood Projects Division (Central Section)
200 North Spring Street, Room 621, Los Angeles, CA 90012 Main Number: (213) 978-1160

- **Elevation Plan**. Show building elevation or photo simulation of building and signs with full dimensions of the new signs, height, street frontage and width of the building as they will appear on the elevation (1/8" minimum scale, reduced on 11 x 17 paper).
- **Color Rendering** of proposed signage with Specification Data Sheet reduced on 11 x 17 paper). Indicate Sign Type.
- **Site Context.** Provide photos of the site, including existing structures, and photos of the surrounding area with Photo Reference Map
- **Mailing Labels** of Adjacent/Abutting Property Owners, list and maps (2 copies) with 2 sets of self-adhesive mailing labels and keyed to a ZIMAS or County Assessor map. Be sure to include the applicants, owners, representatives' names on the labels and the following agencies as listed on the application handout: local Council District office and the local Neighborhood Council.
- **Perjury Statement** certifying the lists' accuracy to the adjacent property owners list (attached).
- **Vicinity Map** (Example: Maps from Google, ZIMAS, Mapquest, Thomas Bros. map with the project area identified are preferred). Include the scale, directional arrow, and location of project site in relation to nearby streets.
- **Historic Documentation** written by a Qualified Architectural Historian if the proposed signage is located on a Historic Building or Resource. Please refer to *Appendix A: Broadway Historic Resources*, in the Broadway Theatre and Entertainment District Design Guide for a list of Broadway Historic Resources.
- **Fire Department** Approval if the proposed signage uses new or untested materials, as defined by the Department Building and Safety.
- **Copies of Permits for Existing Signage.**
- **Fees** are set by Section 19.01 Q of the Los Angeles Municipal Code. Checks should be made payable to the City of Los Angeles. A copy of the most recent fee schedule can be obtained a t the Planning Public Counter.
- **Neighborhood Council.** Additional Package for Neighborhood Council

Potential Additional Submittal Requirements for Department of Building & Safety*:

- Structural plans, including structural framing and installation details
- A complete set of Structural Calculations (for vertical and lateral loads) signed by responsible professional
- Mechanical plans (including relevant information from architectural plans for new components)
- Electrical plans (including relevant information from architectural plans for new components)
- An electrical permit, potentially requiring additional documentation, may be required by Building & Safety for signs that may have exposed wiring or other related citations

Contacts:

Department of Building & Safety – Permit Counter 201 N. Figueroa Street, 4th Floor Los Angeles, CA 90012 (866) 452-2489	**Department of City Planning** Central Project Planning Division 200 N. Spring Street, Room 621 Los Angeles, CA 90012 (213) 978-1160 – main number	Direct contact information for the assigned Planner is available on this webpage: https://planning.lacity.gov/historic-broadway-sign-district

**Building & Safety may require all plans to be 24"x36" minimum size*