

SIGN CASE PROCESSING | From Start to Finish

MMCDO and “Q” Conditions Overview

Any signs proposed in the Miracle Mile CDO area are considered a project, which means it needs an approval by the Planning Department. All signs need to conform to two documents: the CDO Guidelines and Standards and regulations in the CDO Ordinance called “Q” Conditions. These “Q” Conditions CDO Guidelines contains standards for the placement, construction, and overall design and appearance of signs. “Q” Conditions are regulations for the overall sign area of all signs on a street frontage, sign types, height, and dimensions of a sign.

Case Filing

1. You will need to file for a case at our Development Services Center. The case will have two parts – one is the Director’s Determination for a CDO approval of the proposed signs and the other is an environmental clearance, which is required when a project requests a discretionary action by the Planning Department.
2. One of the things you will need to submit when you file is a signed Community Planning Referral Form. This form lets the counter staff know that you have consulted with the project planner and it authorizes you to file a case.
3. Before I sign the form, I will need a complete set of pre-application materials.
4. Go over the materials.
5. Once I receive a complete set of these materials and verify that the signs are in conformance with the CDO guidelines and “Q” Conditions, I will send you a scanned copy of the Referral Form.
6. You can schedule an appointment at one of our Development Services Centers, either in Downtown or in Van Nuys.
7. When you file at the counter you will need to submit a complete application package.

Determination Process and Timeline

1. Once the case is filed, it will be routed to our division, and the management will assign the case to me. This takes about 2-3 weeks.
2. Once I get the case file, I will review it for completeness within 30 days of the date the case was filed. Once the case is deemed complete, I will draft the Determination Letter.
3. The letter requires management review and signature before it gets published for an appeal period. The review process takes some time because three planners have to review and sign the letter, and they do have other cases in their queue to review.
4. Once the letter is all reviewed and signed, the letter will be published for a 15-day appeal period.
5. Once the appeal period elapses, you can schedule an appointment at the Development Services Center to clear conditions of approval, and the counter staff will clear planning items on your building permit application.

Application Type is Community Design Overlay District Approval. The Code Section which authorizes relief is 13.08 E.