



SIGN PERMIT APPLICATION NO. ZON _____

APPLICANT/CONTRACTOR:

LANDOWNER:

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

E-Mail: _____

E-Mail: _____

Project Address: _____

Current Zoning: _____

Length of Storefront(s): _____

1. Quantity, Dimensions and Nature of Proposed signs:

Quantity	Dimensions Width X Length X Total Height	Permanent or Temporary	If temporary, give duration

2. Number and Dimensions of all existing signs:

Quantity	Dimensions

3. Briefly describe the purpose and need for each proposed sign.

4. Unless shown on attached 8 1/2" x 11" plan, indicate Sign Copy.

I certify that the information and materials contained in this application are accurate and complete.

Signature of Landowner

Signature of Applicant

Date: _____

Date: _____

SIGN PERMIT

In order to process this application without delay, please submit the following materials:

- Two (2) copies (12 copies if Planning Commission approval is required) of a site plan and elevations showing the location of all existing and proposed signs and their relation to adjacent buildings or structures. Signs must be labeled existing or proposed, or otherwise be clearly distinguishable.
- Two (2) copies (12 copies if Planning Commission approval is required) of a sign plan identifying colors, design, and dimensions of all proposed signs.

If a Sign Permit Application requires review by the Planning Commission, the following must be submitted:

- Two (2) copies of a "vicinity map", prepared to scale, which shows all neighboring properties within a 500 foot radius of the subject property (applicant). The "Vicinity Map" must be prepared exactly as described in the attached instruction sheet.
- Two (2) sets of self-adhesive mailing labels and one (1) photocopy of the labels which list the property owner of every parcel which falls within a 500 foot radius of the subject property (applicant). The name and address of every property owner (including applicant) and the local Homeowners' Association, if any, must be typed on 8 1/2" X 11" sheets of self-adhesive labels. The mailing labels must be keyed to the corresponding lots, as shown on the vicinity map described above. The property owners mailing list must be prepared exactly as described in the attached instruction sheet. If the property owners mailing list is not prepared by a Title Company or other professional mailing list preparation service, the applicant must sign and submit the attached "Certification of Property Owners Mailing List" form.
- One (1) sign permit application signed by applicant and property owner.

- **Filing fee:**

Temporary Sign: \$103.00 + \$4.00 Data Processing Fee = \$107.00

Permanent Sign: \$340.00 + \$4.00 Data Processing Fee = \$344.00

Master Sign Program: \$1,932.00 + \$4 Data Processing Fee = \$1,936.00

In addition to the above Filing Fee, a Trust Deposit may be collected if Traffic Engineer review is required and a \$18.00 Historic Data Entry Fee (one time fee per property) may be required if applicable.

The sign ordinance was established to prevent the unnecessary proliferation of signs throughout the city, thereby protecting the property values, safety, and quality of life in the area. Please refer to section 17.76.050 of the city's development code for specific sign guidelines and restrictions. Please contact a planner at (310) 544-5228, if you have any questions regarding the city's sign restrictions or questions regarding this application.

**CITY OF RANCHO PALOS VERDES
INSTRUCTIONS FOR PREPARING A VICINITY MAP AND PROPERTY OWNERS LIST**

In order to satisfy public noticing requirements, certain planning applications require the submittal of a vicinity map and accompanying property owners list. The size of the vicinity map varies by application and may involve either adjacent properties, a 100' radius, or a 500' radius. Please check on the application form you are submitting for the vicinity map size you must submit.

With the exception of "Adjacent Properties" maps, a vicinity map and property owners list must be prepared by a Title Company or other professional mailing list preparation service. The mailing labels must be certified as accurate by the agent preparing the mailing list. Attached is a list of firms that provide services in preparation of vicinity maps and certified mailing labels. This is not intended to be an exhaustive list and the cost of the services provided will vary.

If you have any questions regarding properties of the vicinity map or property owners list, as described below, please contact a planner at (310) 544-5228.

VICINITY MAP

The purpose of the vicinity map is to clearly show all properties within the required radius of the subject lot (applicant). The vicinity map must clearly show the required radius line, dimensioned and drawn from the exterior boundaries of the subject lot, as shown below. All neighboring properties (including lots outside R.P.V. city limits) which fall completely within, partially within or are just touched by the radius line, must be consecutively numbered and the names and the addresses of the owners provided to the City as described below. Please devise your own consecutive numbering system on the map and ignore the lot number, Assessors number, or any other number already found on the lots on the vicinity maps. An "adjacent properties" vicinity map does not involve a set radius but rather needs to identify all properties behind, beside, and in front of the proposed project site, as shown below. The city's planning staff can provide the base map for preparing the vicinity map for a nominal charge. Applicants may also prepare their own maps, at a clearly marked scale of not less than 1" = 200'.

PROPERTY OWNERS MAILING LIST

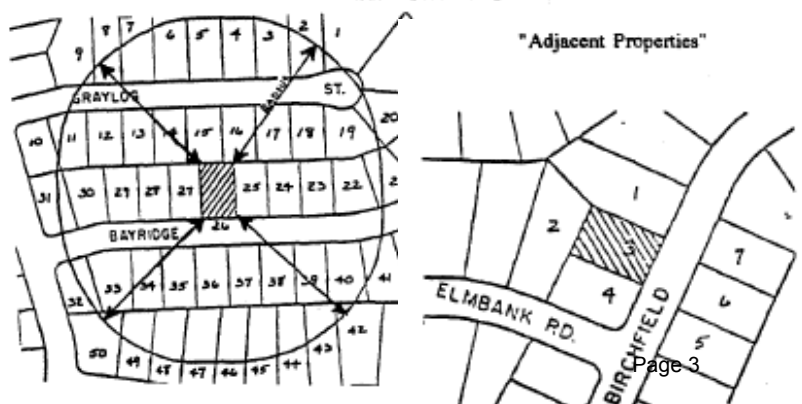
The property owner of every parcel (even if vacant, rented or government owned), which falls completely or partially within the required radius on the vicinity map must be identified, placed on a mailing list and submitted to the City. The name and address of every property owner along with the assigned lot identification number, which corresponds to the vicinity map, must be neatly typed on 8 1/2" x 11 sheets of Xerox or Avery self-adhesive labels, as shown below. Two (2) sets of self-adhesive labels and a Xerox copy of the list must be provided to the City with your subject application. These labels will be used by the City to mail notice of your subject application to neighboring property owners. The property owners list must be obtained from the most current L.A. County Tax Assessor's roll. The City does not provide this service. The Assessor's office located at 500 W. Temple Street, Room 205, Los Angeles, CA 90012. Office hours are 8:00 am to 4:30 pm Monday-Friday. The telephone number is (213) 974-3441.

SAMPLE MAILING LABELS

Assigned Lot I.D. Number
Property Owner Name
Address
City, State, Zip Code

- | | |
|----------------|-----------------------|
| 1 | 2 |
| Harold Jackson | Malcolm Hill |
| 773 Graylog | 4117 Greenwood Meadow |
| RPV, CA 90275 | Torrance, CA 90503 |

SAMPLE VICINITY MAPS





City of RANCHO PALOS VERDES

Department of Planning, Building & Code Enforcement

CERTIFICATION OF PROPERTY OWNERS' MAILING LIST

Application(s) _____

Applicant Name _____

Subject Property Address _____

Notice Radius Required _____

Number of property owners to be notified _____

I certify that the property owners' mailing list submitted with the application(s) listed above includes all of the persons listed on the latest adopted LA County Tax Roll as the legal owners (and if applicable occupants) of all parcels of land within _____ feet of the subject property noted above. I certify that the property owners' mailing list has been prepared in accordance with the City of Rancho Palos Verdes Development Code and "Vicinity Map Instructions Sheet." I also understand that if more than 20% of the notices are returned by the post office after mailing due to incorrect address information, or if the address information is not complete, that I will have to submit a new property owners' list that has been prepared and certified as accurate by a Title Company or other professional mailing list preparation service, and the project notice will have to be re-mailed.

Property Owner (Applicant) Signature

Date

Name (Please Print)

who may prepare radius maps and mailing lists

Blue Energy
P.O. Box 3305
Palos Verdes Peninsula, CA 90274
(310) 465-1825
Attn: Natalie Kay

G.C. Mapping
711 Mission St., Suite D
So. Pasadena, CA 91030
(626) 441-1080
Attn: Gilbert Castro

JPL Zoning Services, Inc.
6263 Van Nuys Blvd.
Van Nuys, CA 91401-2711
(818) 781-0016
(818) 781-0929 (FAX)
Attn: Maria Falasca

Kimberly Wendell
P.O. Box 264
Los Alamitos, CA 90720
(562) 431-9634
(562) 431-9634 (FAX)

Nieves & Associates
115 So. Juanita Ave.
Redondo Beach, CA 90277
(310) 543-3090

NotificationMaps.com
23412 Moulton Parkway, Ste. 140
Laguna Hills, CA 92653
(866) 752-6266
www.notificationmaps.com
Attn: Martin Parker

Ownership Listing Service
P.O. Box 890684
Temecula, CA 92589
(800) 499-8064
(951) 699-8064 (FAX)
Attn: Cathy McDermott

Sir Speedy Mapping Service
1073 Kendall Drive
San Gabriel, CA 91775
(626) 281-6274
Attn: James Chang

Srour & Associates, LLC
1001 Sixth Street, Suite 110
Manhattan Beach, CA 90266
(310) 372-8433
Attn: Elizabeth Srour

Susan W. Case
917 Glenneyre St., Ste. 7
Laguna Beach, CA 92651
(949) 494-6105
(949) 494-7418

T-Square Mapping Service
969 So. Raymond Ave., Floor 2
Pasadena, CA 91105
(626) 403-1803
(626) 403-2972 (FAX)
Attn: Darla Hammond

Robert Vargo
5147 W. Rosecrans
Hawthorne, CA 90250
(310) 973-4619

HAZARDOUS WASTE AND SUBSTANCES STATEMENT

The California Environmental Protection Agency (Cal/EPA) has compiled lists of Hazardous Waste and Substances Sites for the entire State of California. Although the current list for the City of Rancho Palos Verdes (reproduced below) is based upon data retrieved from the Cal/EPA web site on October 17, 2006, you should be aware that these lists are revised periodically. Pursuant to Government Code Section 65962.5(f), before the City can accept an application as complete, the applicant must consult the list and indicate whether the project and any alternatives are located on a site, which is included on any such list, and shall specify any list.

IMPACT CITY: RANCHO PALOS VERDES

STREET ADDRESS	CURRENT USE	FORMER USE	RWQCB CASE No.	CASE STATUS
3860 CREST ROAD	FAA radar site	Same	R-13308	Closed
5656 CREST ROAD	Demolished	Unocal service station	I-06500	Open
5837 CREST ROAD	Calif. Water Svc. Co. maintenance yard	Same	R-05395	Open
5841 CREST ROAD	Verizon facility	Same	R-12296	Closed
5701 CRESTRIDGE ROAD	Belmont Village	Vacant	L472881	Closed
28103 HAWTHORNE BLVD	Valero service station	Same	R-01504	Open
31100 HAWTHORNE BLVD	Shopping center	Same	0586	Closed
28732 HIGHRIDGE ROAD	Hilltop Automotive	Unocal service station	I-06434	Closed
40 MIRALESTE PLAZA	Auto repair shop	Chevron service station	L469540	Open
96 NARCISSA DRIVE	Residence	Same	R-23219	Closed
6100 PVDS	Residence (1 Sea Cove Drive)	Shell service station	R-36348	Closed
6124 PVDS	Fire Station No. 53	Same	R-12757	Closed
6560 PVDS	Two residences (32504 & 32508 Seawolf Drive)	Chevron service station	R-14832	Closed
6600 PVDS	Demolished	Marineland and Texaco service station	R-01409	Closed
31200 PVDW	Abandoned	Unocal service station	I-11074	Closed
31501 PVDW	Point Vicente Interpretive Center	U.S. Military rifle range	N/A	Open
27501 WESTERN AVENUE	Green Hills Memorial Park	Same	R-12803	Open
29421 WESTERN AVENUE	Chevron service station	Same	I-15523	Closed
29505 WESTERN AVENUE	Shopping center	Mobil service station	R-03558	Open
29701 WESTERN AVENUE	Shopping center	Unocal service station	R-05958	Closed

In the event that the project site and any alternatives proposed in the application are not contained on the Cal/EPA lists, please certify that fact as provided below. I have consulted the lists compiled pursuant to Section 65962.5 of the Government Code and hereby certify that the development project and any alternatives proposed in this application are not contained on these lists.

(Applicant) _____ (Signature) _____ (Date) _____

HAZARDOUS WASTE AND SUBSTANCES STATEMENT

If the development project and any alternatives proposed in this application are contained on the CAL/EPA lists, please complete the following statement.

1. Name of Applicant: _____
 2. Address: _____
 3. Phone Number: _____ Email _____
 4. Address of Site (Street name and number if available, and ZIP code):

 5. Local Agency (City/County): _____
 6. Assessor's Book, Page, and Parcel Number: _____
 7. Specify any list pursuant to Section 65962.5 of the Government Code:

 8. Regulatory Identification Number: _____
 9. Date of List: _____
- _____
(Applicant) (Signature) (Date)

FOR STAFF USE ONLY

I have consulted the lists compiled pursuant to Section 65962.5 of the Government Code and hereby certify that the development project and any alternatives proposed in this application are located on a site which: (check one)

_____ Is not included in these lists.

_____ Is included in these lists, and the project applicant has completed the statement required by Section 65962.5(f) of the Government Code.

_____ Is included in these lists, and I have notified the applicant, pursuant to Section 65943 of the Government Code, that he or she has failed to complete the statement required by Section 65962.5(f) of the Government Code by letter dated _____.

Staff Signature