



CITY OF BIG BEAR LAKE

SIGN REVIEW APPLICATION

For Staff Use Only					
File #:				Date Submitted:	
Fees	Sign Review:	\$58	Sign Program:	\$139	Staff Assigned:
TABLE OF CONTENTS					
SECTION					PAGE
1.	Applicant and Business Information				1
2.	Applicant and Property Owner Signature				2
3.	Sign Plan				3
4.	Sign Information				5
5.	Incentives and Design Standards				7
6.	Findings, Action, and Conditions of Approval				9

SECTION 1 Applicant and Business Information					
Applicant Name:					
Mailing Address:					
Phone Number:					
E-Mail Address:					
Contact Person or Representative					
Contact Name:					
Mailing Address:					
Phone Number:					
E-Mail Address:					
Business Information					
Business Name:					
Street Address:					
Assessor's Parcel Number(s):					
Land Use (or business type):					
General Plan Designation:		Zoning:			
Land Use and Sign Type					
Sign requirements are based on the following use categories. Select the sign type under the category that fits your land use or building type.					
<input type="checkbox"/> Institutional Use Government offices, utility providers, schools, churches, libraries, parks, zoos, mortuaries, hospitals, and fraternal organizations					
<input type="checkbox"/> Commercial Use Freestanding building with single tenant					
<input type="checkbox"/> Commercial Use Freestanding building with multiple tenants					
<input type="checkbox"/> Commercial Use Small shopping center (5 gross acres or less)					
<input type="checkbox"/> Commercial Use Large shopping center (more than 5 gross acres)					
<input type="checkbox"/> Residential Use Manufactured home parks, subdivisions, residential development projects, or residentially-zoned bed and breakfast establishments					
<input type="checkbox"/> Miscellaneous Use Gas/fuel service station, fast-food restaurant with drive-through, or automated service facility					

File #: _____





CITY OF BIG BEAR LAKE

SIGN REVIEW APPLICATION

SECTION 2

Applicant and Property Owner Signature

Property Owner Consent

I/we _____, being the property owner(s) of the property herein described, and being duly sworn, depose and state as follows:

1. That I am (we are) the owner(s) of the subject property described as Assessor's Parcel Number (APN):

Address: _____

2. That I am (we are) aware of the project being proposed on said property.
3. That the applicant and/or representative whose name(s) is/are affixed at the bottom of this application is/are the duly authorized representative(s) of the project.
4. I am (we are) aware that there may be conditions of approval imposed upon the project which may require the applicant or the property owner to construct or remove certain property improvements.
5. I (we) hereby authorize representative(s) of this City to enter upon the above-mentioned property for inspection services.

Property Owner(s) Signature: _____

Jurat

State of: _____

County of: _____

Subscribed and sworn (or affirmed) before me on this _____ day of _____, _____ by _____ (name of signer) proved to me on the basis of satisfactory evidence to be the person who appeared before me.

And _____ (name of signer) proved to me on the basis of satisfactory evidence to be the person who appeared before me.

Signature of Notary Public & Stamp

Affidavit

I (we) certify that the information provided is true, accurate and complete to the best of my (our) knowledge and belief. I (we) understand that in order for this application to be considered a complete submittal, the following information must be included: completed application forms, scaled and dimensioned plans of existing and proposed improvements, appropriate number of copies submitted, and such other information as required by the Planning Division. I (we) further understand that the review period for the project will not commence unless the application is complete.

PROPERTY OWNER(S) PRINTED NAME:	PROPERTY OWNER(S) SIGNATURE:	DATE:
APPLICANT(S)/REPRESENTATIVE(S) PRINTED NAME:	APPLICANT(S)/REPRESENTATIVE(S) SIGNATURE:	DATE:





CITY OF BIG BEAR LAKE

SIGN REVIEW APPLICATION

SECTION 4 Sign Information

For commercial or institutional uses, complete applicable information in Sections A, B, or C for your proposed signs. Please be aware that any incomplete information may delay the application.

A) Wall Signs

Proposed Location	<input type="checkbox"/> primary frontage <i>and/or</i>	
	<input type="checkbox"/> secondary frontage(s)	
Length of Building Wall	Primary: _____ lineal ft.	
	Secondary: _____ lineal ft.	
	Secondary: _____ lineal ft.	
Proposed Wall Sign Area	Primary: _____ sq. ft.	
	Secondary: _____ sq. ft.	
	Secondary: _____ sq. ft.	

B) Monument or Pole Signs

Sign area (for reference, see graphics on Page 3):		
Sign frame area (must be at least 25% of the sign area):		
Sign height (from top of sign to ground):		
For shopping centers, provide the number of any existing monument or pole identification signs on the site, and their total sign area:		
Sign Setbacks (as applicable)	Street-side(s):	
	Rear side:	
	Interior side(s):	
	Residential-facing side(s):	

C) Other Signs

Prior to selecting the following signs, consult a Planner to verify if any of the following sign types are allowed for your land use and zone. Then complete the information for the proposed sign type in this section.

Awning sign (For freestanding building with single tenant)

Sign area:	
Vertical clearance (from ground to bottom edge):	

Roof sign (For freestanding building with single tenant, in place of a wall sign; or in Village)

Sign area:	
------------	--

Projecting sign (For freestanding building with single tenant, in place of a wall sign; or in Village)

Sign area:	
Setback(s) (from property lines):	





CITY OF BIG BEAR LAKE

SIGN REVIEW APPLICATION

SECTION 4 Sign Information

Vertical clearance (from ground to bottom edge):	
Canopy sign (For buildings with multiple tenants or shopping centers)	
Sign area:	
Vertical clearance (from ground to bottom edge):	
Directory sign (For buildings with multiple tenants or shopping centers)	
Is sign wall-mounted or freestanding?	
Sign area:	
If freestanding, provide the height (5' max.):	
If freestanding, distance between other freestanding signs? (Minimum 30 feet):	
Gasoline/fuel price sign (For gasoline or fuel stations only; when fuel price is not incorporated into the freestanding sign)	
Sign area:	
Dimensions:	
Height:	
Drive-thru menu board sign (For drive-thru restaurants)	
Number:	
Sign area:	
Height:	
Business directional sign (For businesses not located on Big Bear Boulevard)	
Sign area:	
Placement (on existing or new freestanding sign?):	
Automated or manual service facilities (Such as drive-up/walk-up service windows or machines)	
Sign area:	
Other pertinent information:	

SECTION 5 Incentives and Design Standards

A) Incentives

For incentives, complete Section A. Otherwise, skip to Design Standards in Section B. The purpose of incentives is to encourage innovative freestanding signs, which by their quality of materials and craftsmanship distinctly enhance the mountain aesthetic.

i. Design Criteria	Check all that apply
1. Posts or base and trim constructed of heavy timber logs or rough sawn lumber of 6-inch nominal dimension or greater;	<input type="checkbox"/>
2. Three-dimensional carved, routed, sand-blasted, or lasercut letters, numbers, or pictorial graphics;	<input type="checkbox"/>
3. Trim or base constructed of natural or cultured stone;	<input type="checkbox"/>
4. A minimum of 1 statue or sculptural feature consisting of indigenous animals that are natural in appearance and three-dimensional, and measuring a minimum of 4 feet in height;	<input type="checkbox"/>





CITY OF BIG BEAR LAKE

SIGN REVIEW APPLICATION

SECTION 5

Incentives and Design Standards

<p>5. The sign, and statue/sculpture if applicable, shall be located in a planter or landscaped area which shall measure a minimum of 2 feet from the leading edges of the sign and shall surround the sign on a minimum of 3 sides. The planter or landscape area shall be part of the site's streetscape along the street frontage. The planter or landscape area may include a mix of xeriscape plants and trees, and/or natural features such as stones, boulders, or logs. Any fencing in this area shall be constructed of wood or stone and shall comply with height and setback requirements.</p>	<input type="checkbox"/>
---	--------------------------

ii. Sign Area Increase

Signs that incorporate a minimum of 3 of the items listed above may be granted a 10% increase to the sign area.	<input type="checkbox"/>
Signs that incorporate a minimum of 4 of the items listed above may be granted a 15% increase to the sign area.	<input type="checkbox"/>
Signs that incorporate all 5 of the items listed above may be granted a 20% increase to the sign area.	<input type="checkbox"/>
Signs that are primarily constructed of energy efficient and environmentally friendly materials, finishes, and lighting may be granted a 5% increase.	<input type="checkbox"/>
Sign area without incentive: _____ Sign area with incentive: _____	

B) Design Standards for all Signs

Standard	Check all that apply
Quality of workmanship and materials. Signs shall be of a quality commensurate with professional design standards and shall be constructed of durable materials which withstand the elements. No signs made out of paper, cardboard, cloth, plastic sheeting, or other non-durable materials shall be permitted, except as expressly allowed by Section 17.12.150 (Temporary Signs). Lettering, logos and other sign content shall be professionally prepared and shall appear uniform and legible.	<input type="checkbox"/>
Incorporation of decoration. Only 75 percent of the total sign face may contain sign copy; the remaining 25 percent of the sign face shall be decorative in nature, which may include but not be limited to background enhancement such as color or pictorial graphics, use of decorative trim, or other similar means of enhancing the appearance of the sign face. Due to the nature of channel letter signs, incorporation of decoration may include color, decorative font style, or background materials on which the sign is placed upon.	<input type="checkbox"/>
Materials. With the exception of channel letter signs, signs shall incorporate natural materials which reflect and complement the mountain environment, including wood, rock or stone, decorative ironwork, or a combination of these materials. All poles shall be encased in a decorative material; no bare metal support poles shall be allowed. At least one decorative material shall be incorporated into the sign design, which may include the base, supports, frame, sign face, or trim of the sign. Materials not in keeping with the mountain environment, such as stucco, red tile, or highly reflective materials, shall require approval by the City Planner. Materials shall be consistent with and complementary to the materials used in the primary structures on the site.	<input type="checkbox"/>
Design theme. Each sign shall incorporate at least one design element which reflects a mountain design theme, such as a peaked roof feature, decorative posts or base, decorative wood, stone, rock, or log trim, wood or wood-appearing beams, sculpture, painting, or other such feature. Design theme shall be consistent with and complementary to the design theme used in the primary structures on the site.	<input type="checkbox"/>
Sign Frame. Freestanding sign structures, such as monument or pole signs, shall provide an additional area, measuring at minimum 25 percent of the sign face, for a sign frame to surround the sign face. The frame shall be constructed of wood, logs, or rock materials, or materials which complement the existing primary structures on the site. The frame shall be three-dimensional and natural in appearance when faux materials are used.	<input type="checkbox"/>





CITY OF BIG BEAR LAKE

SIGN REVIEW APPLICATION

SECTION 5

Incentives and Design Standards

<p>Colors. The colors used on the base, frame and support structure of signs shall be consistent with and complementary to the colors of the building(s) on the project site. Fluorescent and "day-glow" colors will not be allowed on permanent sign structures, faces or copy.</p>	<input type="checkbox"/>
<p>Sign illumination intensity. The sign permittee shall be required to adjust a sign's illumination level such that it can be determined to be non-excessive as a result of the City Planner's evaluation. Illumination shall be considered excessive if it is substantially greater than the illumination of other nearby signs, if it interferes with the visibility of other signs or with the perception of objects or buildings in the vicinity of the sign, if it directs glare toward streets or motorists, if it adversely impacts nearby residences or neighborhoods, or if the illumination reduces the nighttime readability of the sign. Adjustment could include shielding, placement or location of lighting devices, or other similar means. No permit for an illuminated sign shall become valid unless and until the sign's illumination level has been adjusted to the satisfaction of the City Planner. The use of energy efficient lighting features, such as solar-powered or light-emitting diodes (LED), are encouraged for signs that are illuminated.</p>	<input type="checkbox"/>
<p>Legibility. Sign lettering shall be of a size, font and spacing so as to be legible in the circumstances in which it is seen. The sign face should show adequate contrast between letters and the background color. Use of condensed capital letters is discouraged in favor of lower case letters with initial letters capitalized. Use of a font with seraphs and varying letter thickness is encouraged, for legibility.</p>	<input type="checkbox"/>
<p>Location. Signs shall not block the view from the street of existing signs on adjacent properties. Sign location and size shall be compatible with and in proportion to the structure or premises to which it is to be affixed. Sign location shall not impede pedestrian access or impair vehicle sight distance at driveways and intersections.</p>	<input type="checkbox"/>
<p>Landscaping. Landscaping or a planter shall be incorporated around the base of all freestanding signs. Planter or landscaped area shall not be less than 10 square feet in area. Where feasible, live plant materials and appropriate irrigation as necessary shall be provided within the landscaping area or planter, and shall include evergreen plant material for year-round greenery. Where live planting is not feasible, decorative hardscape shall be provided, such as decorative rock, bricks, pavers, or other similar material. Landscaping shall be maintained in good condition on an on-going basis.</p>	<input type="checkbox"/>
<p>Individuality. Signs are expressive of the individual business owner's identity and appropriate to the type of activity to which they pertain. It is recognized that commercial, retail, office, services, entertainment, industrial and institutional uses will each demonstrate a different sign character, and that individual expression will further modify sign designs. Such variation is allowed, provided that sign design meets applicable standards as contained in this Ordinance.</p>	<input type="checkbox"/>
<p>Compatibility. Signs shall be compatible with the visual character of the surrounding area. Signs near residential areas shall be less visually obtrusive than those in commercial areas. Signs in historic or scenic areas shall not distract from the character of these areas.</p>	<input type="checkbox"/>





CITY OF BIG BEAR LAKE

SIGN REVIEW APPLICATION

SECTION 6

Findings, Action, and Conditions of Approval

Staff to complete this section.

A) Findings	Check if complied
1. The sign (or sign program) is consistent with the General Plan;	<input type="checkbox"/>
2. The sign complies with the requirements of this Chapter and with other applicable laws and regulations;	<input type="checkbox"/>
3. The sign (or sign program) is not detrimental to the public health, safety, or welfare; and	<input type="checkbox"/>
4. The sign (or sign program) will not have adverse impacts on adjacent properties or rights of way, or obstruct the view of other legal signs.	<input type="checkbox"/>
<input type="checkbox"/> Approved. Sign Review approval is granted to install the following type of sign(s):	
<input type="checkbox"/> Denied. Reason(s) for Denial:	
Planner Signature:	
Printed Name:	
Date:	
B) Conditions of Approval	Check all that apply
1. This approval for a sign does not grant permission to use the subject property for the intended use or relieve the application from the obligation to meet applicable zoning, code, and business license requirements. The applicant is advised to contact all appropriate departments and agencies to obtain necessary approvals for this business.	<input type="checkbox"/>
2. All signs shall be maintained in a safe, clean, legible condition, and in good repair. Any landscaped planter areas around the base of the sign shall be maintained with viable landscaping.	<input type="checkbox"/>
3. Prior to installation of the sign(s), a City business license shall be obtained.	<input type="checkbox"/>
4. At such time as the business no longer occupies the premises, all business signs shall be removed or be replaced with blank sign panels.	<input type="checkbox"/>
5. Prior to installation of the sign(s), the applicant shall obtain any necessary building or electrical permits from the Building and Safety Department.	<input type="checkbox"/>
6. All non-permitted signs such as a-frames, non-exempt flags, banners, or rider signs shall be removed.	<input type="checkbox"/>
7. Other:	<input type="checkbox"/>

