



## *Applicant's Guide to Submitting* **MINOR PLANNED SIGN PROGRAM APPLICATIONS**

### **PURPOSE:**

A MINOR PLANNED SIGN PROGRAM (MPSP) is a coordinated program of one or more signs for a project site. The purpose of a MPSP is to assure compatibility between certain signs proposed for a project site, and to check for consistency with the general sign requirements. A MPSP is intended to address placement, color, style, lighting, and their aesthetics and functional quality on the property.

MPSP applications are subject to the review and approval of the City's Planning Commission and the provisions of Lake Forest Municipal Code Sec. 9.164.055. Decisions on MPSP applications rendered by the Planning Commission may be appealed to the City Council. Any appeals must be filed within 15 days of the date the decision was rendered. Planning Commission hearings are regularly held on the second and fourth Thursday of each month. The City provides advance notice of the date, time, and place of the hearing to property owners in the vicinity of the project site.

### **APPLICABILITY:**

A Minor Planned Sign Program is required for any and all of the following:

1. Community/neighborhood project identification;
2. Apartment complex identification;
3. Subdivision and model home identification and directional;
4. Movie theater marquee and changeable copy signs;
5. Murals or any permanent painted sign;
6. Freeway-oriented signs (individual)

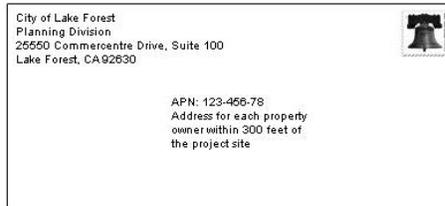
### **APPLICATION FILING:**

MPSP applications may be submitted to the Development Services Department Monday through Thursday between the hours of 8:00 a.m. and 6:00 p.m., and every other Friday between the hours of 8:00 a.m. to 5:00 p.m. The Development Services counter is closed 11:45 a.m. to 1:00 p.m. For additional information on filing a MPSP application, please contact the Development Services Department at (949) 461-3491.

## APPLICATION SUBMITTAL REQUIREMENTS:

The following information is required at time of submittal:

1. Completed Minor Planned Sign Program (MPSP) application (including property owner authorization).
2. Application Processing Deposit: **\$3,000**; check payable to: **City of Lake Forest** (per fee schedule established by City Council Resolution No. 2008-08). The fee for application processing is based on the actual cost (staff time and resources). If the cost of processing the application is less than the submitted deposit, the balance will be refunded when the project is finalized. Should the cost of processing the application exceed the deposit, additional funds will be required from the applicant.
3. Notice of Exemption Administrative Filing Fee: **\$50**; Check Payable to: **Orange County Clerk-Recorder**. This filing fee is applicable to projects deemed exempt (by the City) from the provisions of the California Environmental Quality Act (CEQA).
4. Ten (10) sets of project plans and one electronic copy in .pdf format. At a minimum, the MPSP shall include the following information:
  - a. Vicinity Map
  - b. Site Plan depicting the location of all proposed (including existing-to-remain) signs, property lines; buildings, tenant demising walls; parking areas and adjacent streets.
  - c. Building Elevations (and/or photo simulations) depicting proposed wall signs.
  - d. Sign Details (sign type, method of illumination, colors, materials, etc.).
  - e. Dimensions of: (1) building(s); (2) individual tenant space widths; (3) proposed signs.
  - f. For freestanding sign(s): indicate (1) topography at location of proposed sign(s); (2) distance between proposed sign(s) and adjacent property line(s), planter curbs, driveways, sidewalks, other proposed or existing to-remain freestanding signs, and other existing or proposed improvements; (3) landscaping (type, size, quantities, dimensions) at base of sign (if applicable).
5. A detailed, written project narrative describing the proposed sign(s). The written narrative should include a description of the project, use, square footage, business type, lot size, etc.
6. Public hearing notification materials:
  - a. One set of postage-stamped (not metered) envelopes addressed to property owners of record (as shown on the latest OC Tax Assessment rolls) of all parcels located within 300 ft. of the perimeter of the project site. As shown in the adjacent graphic, each envelope shall include the City's return address and the mailing label shall include the corresponding Tax Assessor's Parcel Number (APN).



- b. One property owner mailing list, based on all parcels located within 300 ft. of the project site.
  - c. One copy of O.C. Tax Assessor's map(s) identifying the project site and all parcels located within 300 ft. of the project site.
  - d. One copy of a signed and dated statement by the person who prepared the public notification materials certifying that the accompanying mailing list represents the names and addresses of the owners all property located within 300 feet of the perimeter of the project site, based on the latest Orange County Tax Assessment roll.
6. Homeowners and Business Association approval letter (if applicable).
  7. Photographs of all existing signs on the property.