



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

### **PURPOSE:**

A PLANNED SIGN PROGRAM (PSP) is a coordinated program of one or more signs for a project site. The purpose of a PSP is to assure coordination and compatibility between all signs within a commercial or industrial center, and to allow for exceptions from the general sign requirements. A PSP is intended to address placement, color, style, lighting and sign materials, and their consistency on the property.

PSP applications are subject to the review and approval of the City's Planning Commission and the provisions of Lake Forest Municipal Code Sec. 9.164.060. Decisions on PSP 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 first 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 Planned Sign Program is required for any and all of the following:

1. Any request for deviation from the regulations and standards of LFMC Sec. 9.164.090;
2. Any new development proposing more than three on site-signs;
3. Any combination of two or more signs requiring a Minor PSP;
4. Freeway-oriented signs on a project site with an existing PSP or w/ existing on-site freeway-oriented signs;
5. Drive-through signage;
6. Window Graphics;
7. Travel Directory Sign;
8. Lighting for the purpose of signage

### **APPLICATION FILING:**

Applications may be submitted to the Planning Division during regular counter hours, Monday, Tuesday, and Thursday from 8:00 a.m. - 11:00 a.m. and 1:00 p.m. - 5:00 p.m., Wednesday from 8:00 a.m. - 11:00 a.m. (closed in the afternoon), and Friday from 8:00 a.m. - 11:00 a.m. and 1:00 p.m. - 4:00 p.m. For additional information on filing a PSP application, please contact the Community Development Department at (949) 461-3535.

## APPLICATION SUBMITTAL REQUIREMENTS:

The following information is required at time of submittal:

1. Completed Planned Sign Program (PSP) application (including property owner authorization).
2. Application Processing Deposit: **\$6,000**; check payable to: **City of Lake Forest** (per fee schedule established by City Council Resolution No. 2025-09). 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) and is not applicable to projects requiring an Initial Study.\*
4. Five (5) sets of proposed PSP and one electronic copy in .pdf format on a flash drive. At a minimum, the PSP shall include the following information:
  - a. Vicinity Map
  - b. Text describing the specific sign criteria proposed for the property, including provisions regulating sign height, area, type, color(s), design and location.
  - c. Site Plan depicting the location of all proposed (including existing-to-remain) signs, property lines; buildings, tenant demising walls; parking areas and adjacent streets.
  - d. Building Elevations (and/or photo simulations) depicting proposed wall signs.
  - e. Sign Details (sign type, method of illumination, colors, materials, etc.).
  - f. Dimensions of: (1) building(s); (2) individual tenant space widths; (3) proposed signs.
  - g. 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 project narrative/ identifying any signs which exceed code requirements and indicating the basis for any requested deviations from the standards contained in the City's sign ordinance.
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. If the parcel is part of a shopping center, the 300 foot radius should be measured from the perimeter of the entire shopping center. Please also include any parcels within the shopping

City of Lake Forest  
Planning Division  
100 Civic Center Drive  
Lake Forest, CA 92630



APN: 123-456-78  
Address for each property  
owner within 300 feet of  
the project site

center. 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). One property owner mailing list, based on all parcels located within 300 feet of the project site.

- 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. Business Association approval letter (if applicable).
  - 7. Photographs of all existing signs on the property.