PLANNING APPROVAL CLEARANCE (Sign Program)

STAFF USE ONLY	
Case /Munis #	SP-R21-5
Fees	PAID

Community Development Department – Planning Division
125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

PROJECT ADDRESS: 403-417 S. Citrus Avenue (Citrus Town Center)

Project Description

This Sign Program approval is for new signage for Citrus Town Center (formally Baja Ranch Center) which includes the removal of an existing pylon sign and installation of a 10'x 10' monument sign in its place.

Applicant Information

Applicant:	ITAL Custom Signs Inc.
Address:	9868 Kale Street, South El Monte CA 91733
Contact No. / Email:	(626)444-6027 / charlie@italcustomsigns.com
Property Owner:	Eddie Chan
Address:	None provided.
Contact No. / Email:	(626) 476-6286 / edchan930@gmail.com

Conditions of Approval

1. Any future modifications to the approved rendering/plan approved April 21, 2022 are subject to Planning Division review and approval.
2. Approval of Sign Program shall not waive compliance with all sections of the Zoning Code, all other applicable Covina Municipal Code, and applicable provisions of the Covina Design Guidelines in effect at the time of Building Permit issuance.
3. The costs and expenses of any code enforcement activities, including, but not limited to, attorneys' fees, caused by applicant's or property owner's violation of any condition imposed by this Sign Permit or any provision of Covina's Municipal Code shall be paid by the applicant or property owner.

Staff Use Only

Planning Approval Signature: _____ Date: 4/21/22

Mercenia Lugo, Senior Planner

MASTER SIGN PROGRAM

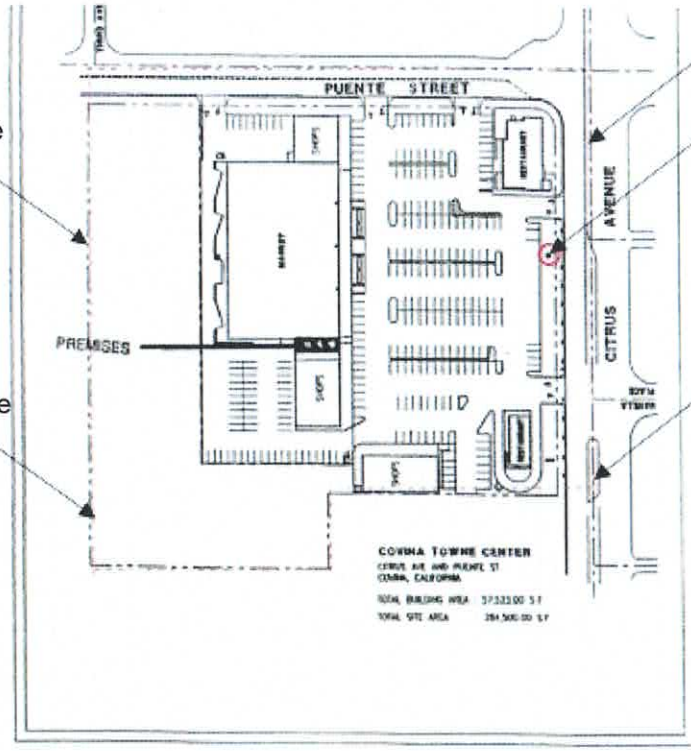
403 THROUGH 471 South Citrus Ave.
COVINA CA 91723

CITY OF COVINA
PLANNING DIVISION
CITY PLANNER APPROVED
Case File SPR21-5

APR 21 2022

By: _____
Any changes or alterations to the approved plans will require review and approval from the Planning Division

NORTH



NORTH

Property Owner
Mr. Eddie Chan
Phone: (626) 476-6286
Email: edchan930@gmail.com

ITAL CUSTOM SIGNS INC.
Address:
9868 Kale Street,
South El Monte Ca 91733
Office: (626) 444-6027
Email: charlie@italcustomsigns.com

The purpose of this master sign program is to establish a coordinated sign guideline that provide each tenant adequate signage to be executed in the manner of high quality and consistency. This sign criteria will be strictly enforced. Any non-conforming signs shall be removed at tenant's expense.

A. GENERAL INFORMATION & REQUIREMENT

1. Tenant shall be responsible for the costs of all signs, including installation and maintenance. Each tenant shall obtain and pay for all necessary City building and electrical permits of the approved signage prior to fabrication and installation.

2. At expiration or early termination lease, tenant shall remove his/her sign and return the affected areas to the original condition within a ten day period. The Landlord reserves the right to hire contractors to have the required work done at tenant's expense.

3. All signs shall be manufactured and installed per City's building and electrical code. Underwriter Laboratories Section and place" Electric Sign Section" labels in an inconspicuous location.

4. Each licensed sign contractor shall be responsible for the fulfillment of all requirements and specification here set forth, completion of the installation in a workmanlike manner, clean up, patching and painting of any surface damage that the tenant sign contractor may have caused. Tenant shall notify Landlord within one (1) day of any defects in writing before work commencement.

5. Each tenant shall be fully responsible for all the actions of the tenant's sign contractor with respect to the installation of tenant's sign.

6. After installation, all penetrations of exterior shall be sealed watertight, in color and finish to match adjacent material. Final inspection by the City's Building and Safety Department is required in terms of signing off tenant's work after penetration.

7. Tenant's sign contractor shall connect sign display to the junction Boxes that provided by the landlord's C-10 licensed electrician

B. INSURANCE

The licensed sign contractor shall carry Workmen's Compensation and Public Liability Insurance in the amount of $2,000,000.00 per occurrence against all damages suffered or done to any and all persons and property while engaged in the construction of erection of signs.

THE ADDITIONAL LIABILITY INSURANCE POLICY _____ AS AN ADDITIONAL INSURED AND SHALL BE SUBMITTED TO THE LANDLORD BEFORE THE SIGN IS INSTALLED.

C. PERMIT PROCEDURES AND APPROVAL

1. Prior to the installation, alteration, or maintain signage upon commercially zone property, an approved sign permit shall be obtained from the Covina Planning Division per chapter 17.74 of Covina Municipal Code.

2. All sign drawings presented to the Planning Division shall comply with chapter 17.74 of the Covina Municipal Code, and amended time to time.

3. All signage installed or maintained in the plaza Commercial Zone Shall comply with the established sign criteria of Citrus Town Center.

4. Application for a sign permit shall be made to the Covina Planning Division on forms provided and shall be accompanied by three (3) complete sets of the following material:

   a. Plot Plan - dimensioned and scaled, indicating the location and size of any building or structures on the property, both existing and proposed;

   b. The location of off-street parking facilities, including points of entry and exit for motor vehicles where directional signs may be proposed;

   c. The position of the proposed sign and its relation to adjacent buildings and structures;
   d. The design and size, colors proposed and proposed location of the sign or sign structure on the property;
   e. A statement showing the sizes and dimensions of all other signs existing on the property;
   f. A statement showing the relationship of such sign or sign structure to the appearance and design of existing or proposed buildings and structures on the property
   g. Such other information as the planning Division may reasonably require to secure compliance with the ordinances of the city.
   h. Any sign permit and the three (3) complete sets of sign plan must be signed and approved by the Landlord before submittal to the City of Covina.
   I. Sign permits, building permit and other permits must be approved by City of Covina prior to installation.

D. PROHIBITED SIGN TYPES

1. Animated signs, with exemption for time and temperature;
2. Cabinet formed type of sign;
3. Emitting signs;
4. Temporary paper, cloth or plastic types of nonpermanent signs and signs that are not approved as part of a special events permit;
5. Vehicle mounted signs;
6. Light bulb strings when used as part of the advertising display, except for holiday decorations.

E. TENANT WALL SIGN SPECIFICATIONS & DESIGNS (See Pages 9 and 10)

1. a. Sign Type: 4" deep front lit channel letters with exposed raceway for unit 405, 407, 411, 441, 443, 447, 451, 453, 457,461 & 471. (See page 9)
2. Size & Allowable Sign Area for all unit;
   a. Maximum 24 inch height letters, maximum sign height shall not exceed 24 inches in two lines:

   b. Tenants wall signs are limited to two lines of copy;
   c. Sign area: The total signage area shall not exceed 80% of the sign facade.

3. Number of Signs: One (1) sign will be allowed per occupancy, the tenants at corner spaces are allowed to have two (2) signs.

4. Material & colors:
   a. Sign faces & colors-Minimum 1/8" thick acrylic faces, plexglas #2793 Red. #2114 Blue #2030 Green. #2287 Violet. A maximum of two colors except the round Logo.
   b. Returns & backings - min 0.040 " thick aluminum withe powder coating finish in white
   c. Trim caps- 3/4" wide White

5. Illumination: 12 volts L.E.D. Light Modules.

F. INSTALLATION REQUIREMENT

1. All tenants's signage shall be placed within the areas where designated by the landlord.

2. Prior to installation of the wall sign, a copy of the approved sign permit from the City of Covina must be provided tot he Landlord.

3. Installation section details.

G. PLAZA MONUMENT SIGN

One set of 10'-0" overall height double faced monument signs is permitted. Skin to be fabricated by 0.090 thick aluminum. Paint finish to match the building wall color. Internally illuminated by L.E.D. lighting (See page 8)
Maximum sign area is 100 square feet.

H. WINDOW SIGNS

1. Each business is permitted two (2) window signs per occupancy,

2. No exposed neon window signs, except an "OPEN / CLOSED" sign, Vinyl graphics shall not exceed 20 percent of the window space in which they are displayed.

3. Prior to fabrication and installation of any window signs, approval must be obtained from the Planning Division.

4. All window signs must comply with City of Covina Municipal Code Chapter 17.74, and amended from time to time.

I. TEMPORARY / BANNER SIGNS

2. Temporary signs are permitted for the following types of occasions:
a. Opening of new business;
b. Special or seasonal scales; or
c. Promotional events.

3. Prior to fabrication of any temporary / banner signs, the applicant must fill out a temporary sign permit application and pay application fee.

4. A detailed drawing of the temporary / banner signs, includes the following:
a. Two (2) sets of ink or photo reproduced drawings of the banner(s) or other temporary promotional device(s) that are proposed;
b. For banners, the length of the building wall on the which the banner is to be placed shall be noted;
c. All drawings shall be at least 8 1/2" x 11" in size;

d. In the case of window painting or poster, the overall window dimensions and area(s) must be specified; and

e. Some applications may require a general site plan showing the location(s) of any banner(s) or temporary device(s).

5. Permitted Types of Signage:

a. Banners that are mounted flush against a building wall;
b. Flags and streamers (attached to a building or light standard);
c. Window painting (professional quality);
d. Window posters;
e. Small, nonmetallic balloons (not exceeding 3.5" cubic beet in volume for nay on balloon);
f. A large, balloon or inflatable figure WITH AN ADMINISTRATIVE CONDITIONAL USE PERMIT;
g. No more than one (1) large, hot air or helium balloon is permitted WITH AN APPROVED ADMINISTRATIVE CONDITIONAL USE PERMIT, it may be displayed for up to seven (7) days per calender year.

6. Standards and Allowable Display periods:

a. Temporary / banner signs must comply with City of Covina Chapter17.74.055, and as amended from time to time.

b. Banners and or other temporary signage, excluding large, hot air helium balloons, may be utilized for periods up to thirty (30) consecutive days and up to ninety(90) total days in any calendar year. A large, hot air or helium balloon, which requires an Administrative Conditional Use Permit, may be displayed for up to seven(7) days per calendar year. All desired sign display dates must be clearly stated on the sign permit

b. The total area of all banners, flags, and streamers utilized shall not exceed fifty(50) square feet, except that a business with a principle building frontage wider than one hundred(100) feet shall be permitted to have a total area of one hundred (100) square feet of temporary signage;

c. Window painting and posters shall not exceed fifty (50) percent of the window area on which the painting or posters are located;

d. No more than three(3) banners per building are allowed;

e. No more than two (2) small balloons per lineal foot of building frontage per permitted; and

7. PROHIBITED TYPES OF TEMPORARY SIGN OR PROMOTIONAL DEVICES

a. Hot air or helium balloons larger than three and one-half cubic feet in volume per CMC 17.74.055(D)(1)

b. Pennants (flags suspended from lengths of ropes)

c. Portable signs including, but not limited to, A - frame signs and trailers.

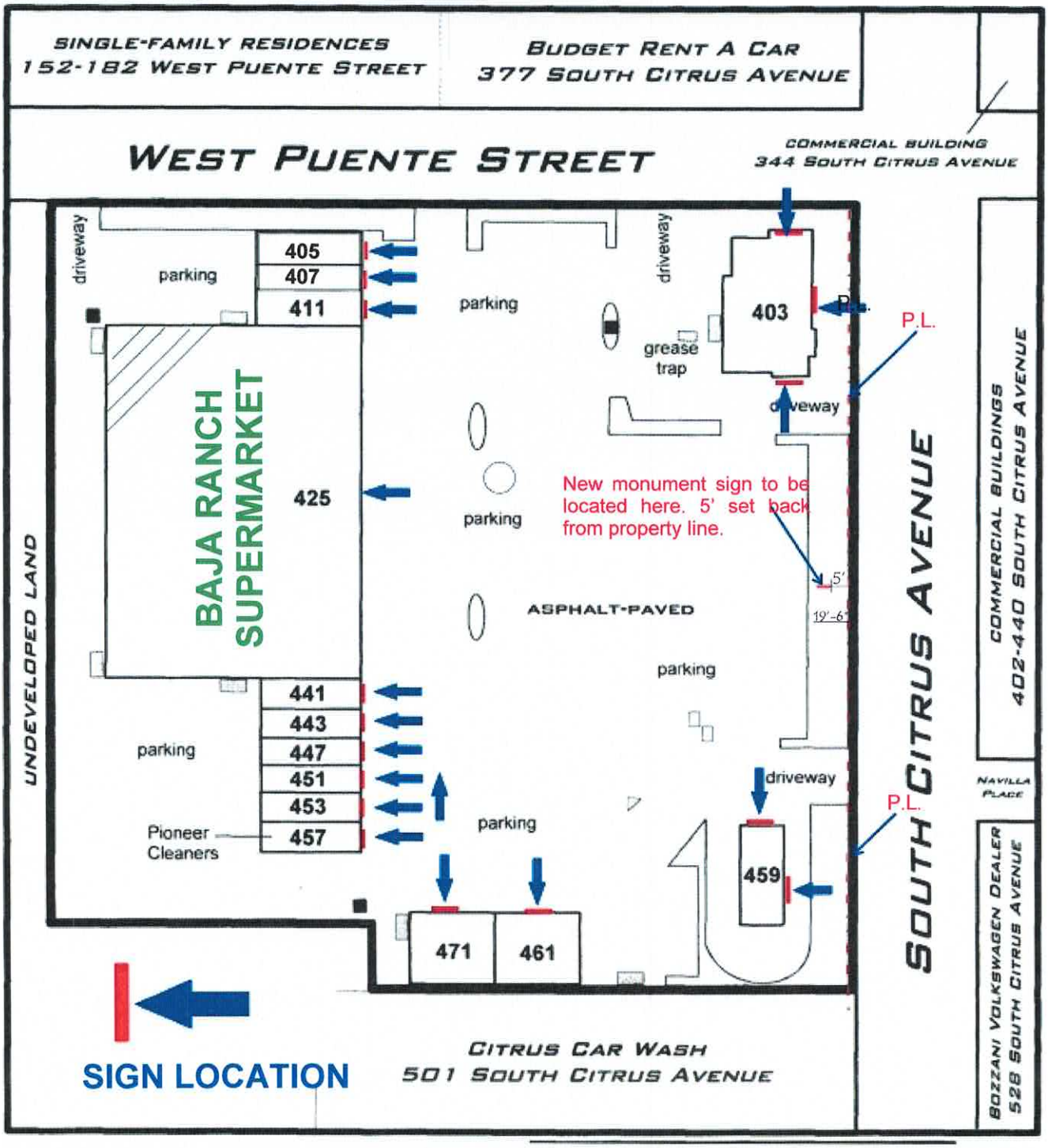
d. Roof signs.

e. Fence signs

f. Windblown devices (except flags).

g. Signs in the public right-of-way

h. Light or sound-emitting devices.



Future tenant signage:
Unit 405, 407,411,441,443,447,451,453,457,461,471 (See page 9)

Unit 461,471 (See Page 10)

Unit 459 (See page 11)

Unit 403 (See page 12)

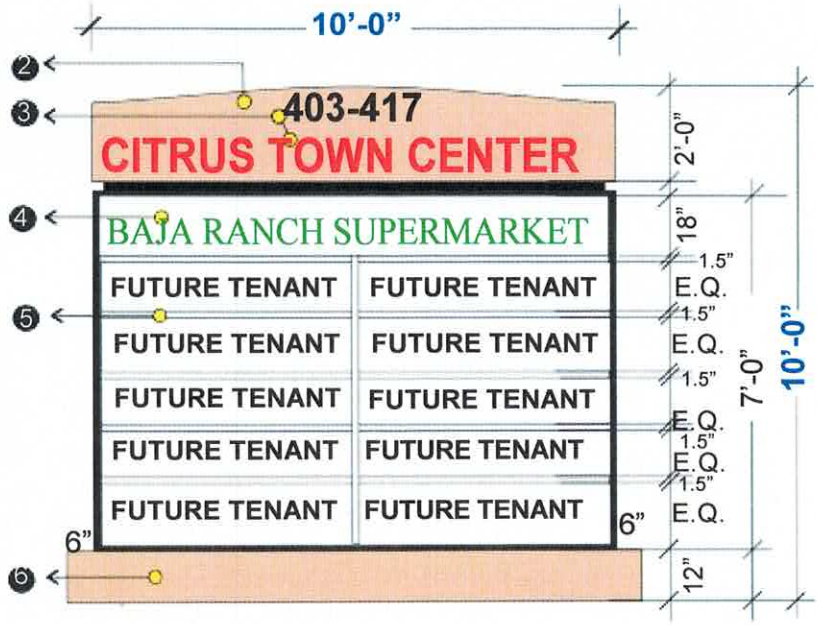
New monument sign (See page 8)

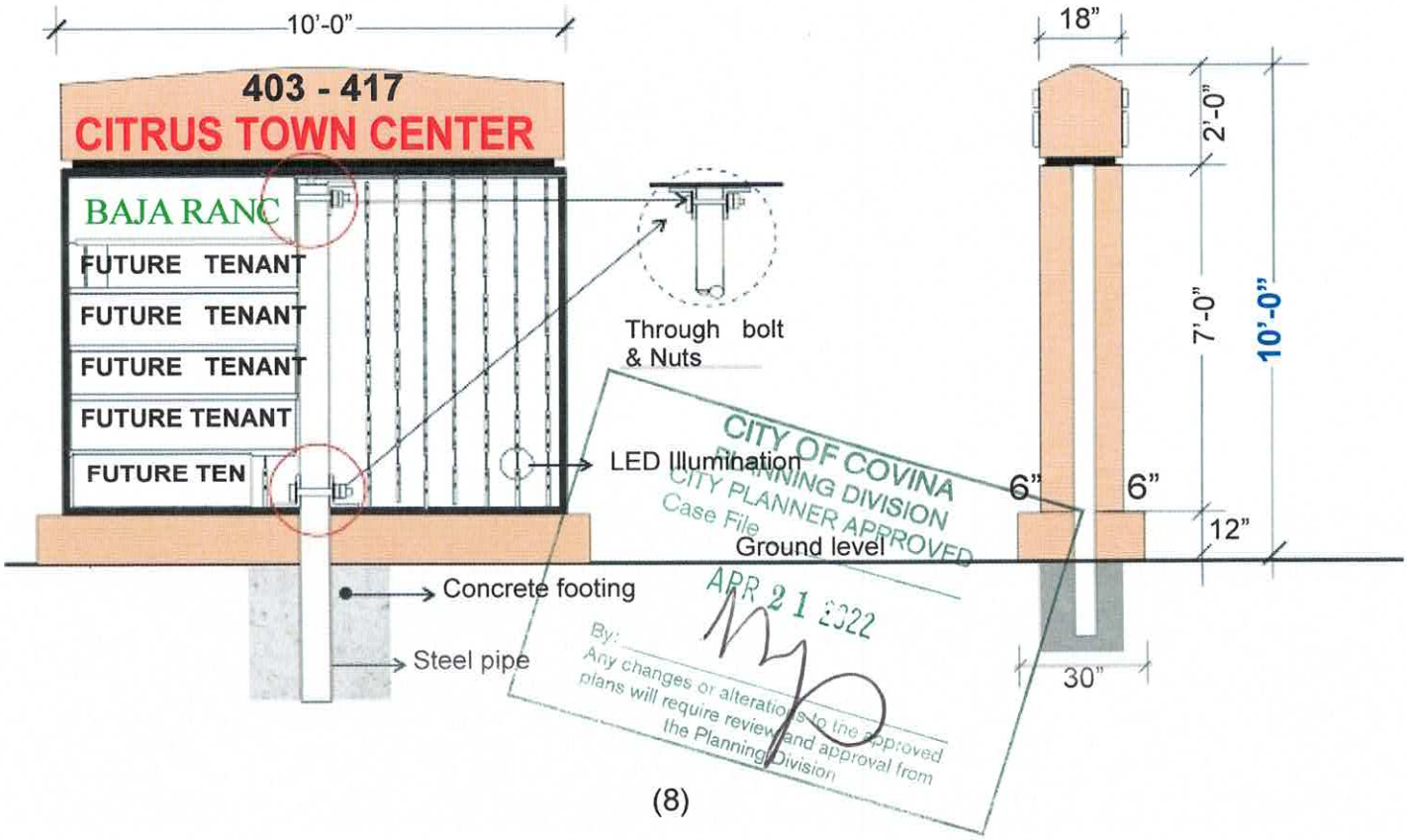
CITY OF COVINA
PLANNING DIVISION
CITY PLANNER APPROVED
Case File SPR21-5
APR 21 2022
By: MP
Any changes or alterations to the approved plans will require review and approval from the Planning Division

NEW MONUMENT SIGN

Double sided monument sign facing North & South elevation, set back five feet (5') from property line internally illuminated by LED lighting,

1. Existing both columns to be removed.
2. Sing crown: Fabricate by 0.090 thick aluminum, paint & stucco finish, color to match building.
3. Plaza ID & Street number : 3" deep front lit individual channel letters.
4. Tenant ID: White acrylic face with computer cut vinyl lettering.
5. Aluminum divider
6. Sign base: fabricate by 0.090 thick aluminum, paint & stucco finish





CITY OF COVINA
PLANNING DIVISION
CITY PLANNER APPROVED
Case File
APR 21 2022
By:
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CITRUS TOWN CENTER

MASTER SIGN PROGRAM

403 Through 471 South Citrus Avenue
Covina Ca

EAST ELEVATION WALL SIGN

1) NEW SIGN STYLE FOR FUTURE TENANTS
#405, 407, 411, 441, 443, 447, 451, 453, 457

2) EXPOSED RACEWAY
30"h x 14'-0" w x 4" d raceway to be fabricated by 0.040 thick factory coated white aluminum

3) SIGN COPY : 4" DEEP FRONT LIT INDIVIDUAL CHANNEL LETTERS
Logo height : 12Min.-24" Max.
Letter height: One line of text: Min.18"- 24" Max.
Tow lines of text: Min.9" - 12" Max.

4) ILLUMINATION: LED lighting

5) ACRYLIC COLOR: A max. of 2 colors except the round graphic logo.
#2793 RED, #2114 BLUE,

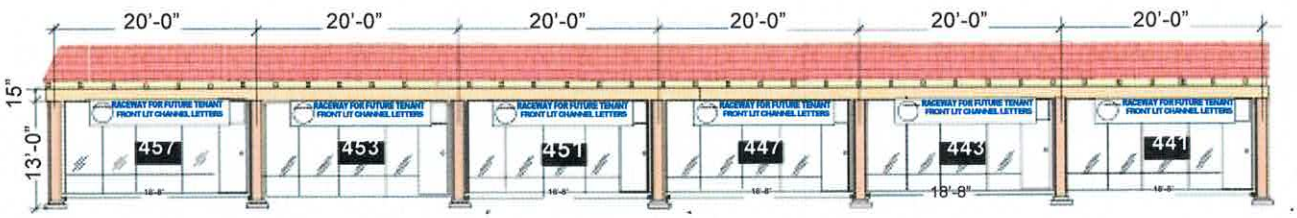
6) TRIM CAPS: 3/4" white color

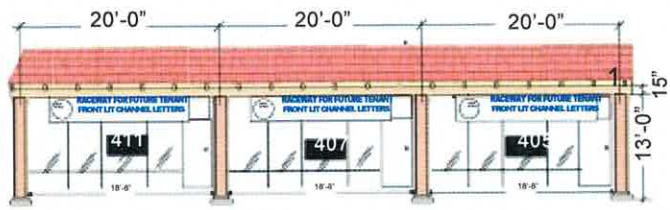
7) CHANNEL LETTERS RETURNS: 4" factory coated white returns. **8) INSTALLATION** : Flush mounted on the raceway.

9) FONT STYLE: ARIAL BLACK

10) MAXIMUM SIGN AREA: 28 SQ/FT

11) ONE SIGN PER TENANT OCCUPANCY





#425 One wall sign will be permitted Sign size , Font style & Face color subject to Landlord and the city of Covina approval

NORTH ELEVATION

NEW SIGN STYLE FOR FUTURE TENANTS
#461 & 471

EXPOSED RACEWAY
30"h x 14'-0" w x 4" d raceway to be fabricated by 0.040 thick factory coated white aluminum

SIGN COPY : 4" DEEP FRONT LIT INDIVIDUAL CHANNEL LETTERS
Logo height : 12Min.-24" Max.
Letter height: One line of text: Min.18"- 24" Max.
Tow lines of text: Min.9" - 12" Max.

FONT STYLE: ARIAL BLACK

ILLUMINATION: LED lighting

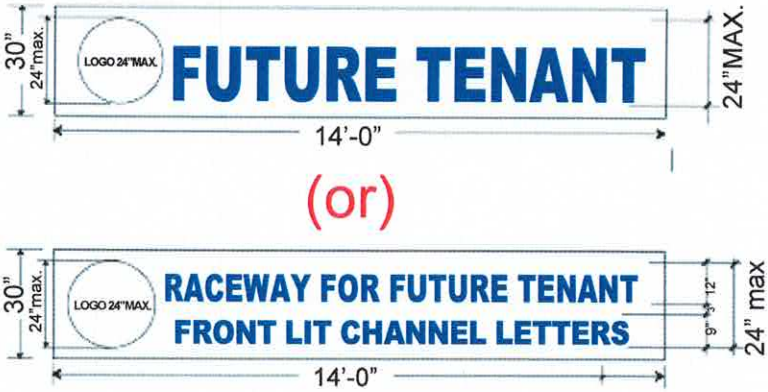
ACRYLIC COLOR: A maximum of 2 colors except round graphic logo. **#2793 RED**,, **#2114 BLUE** will be permitted

TRIM CAPS: 3/4" white color

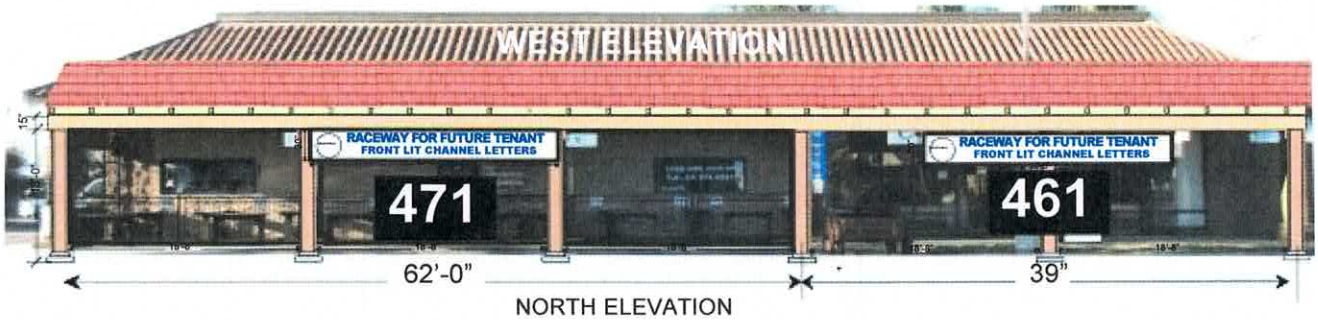
CHANNEL LETTERS RETURNS: 4" factory coated white returns.

INSTALLATION : Flush mounted on the raceway.

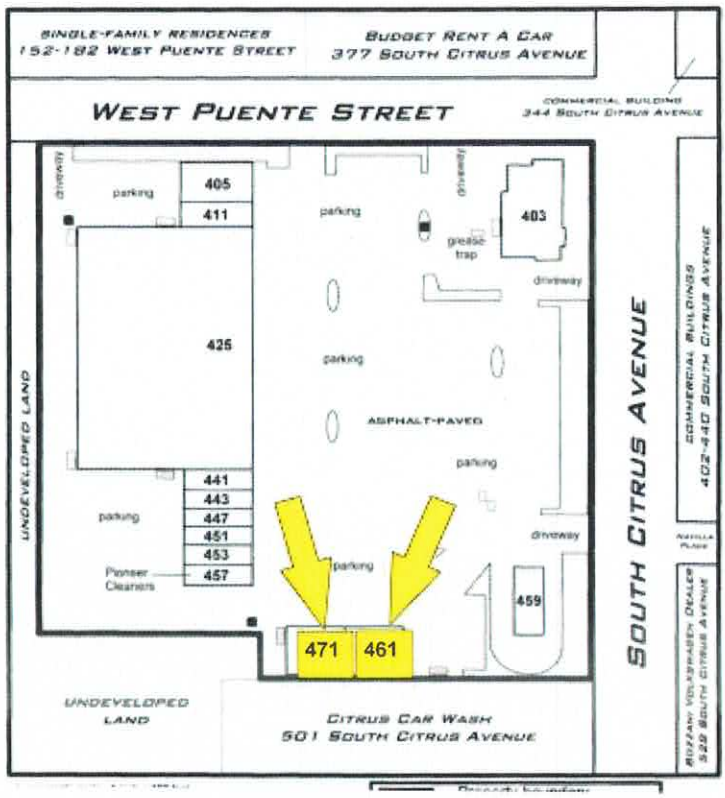
MAXIMUM SIGN AREA: 28 SQ/FT



INSTALLATION DETAIL SEE PAGE 13



NORTH ELEVATION



NORTH

UNIT #459 FREE-STADING PAD TENANT

MAXIMUM OF 3 SIGNS (A COMBINATION OF MONUMENT SIGN & WALL SIGN)

1. WALL SIGN FOR FUTURE TENANT (EAST ELEVATION)
   4" DEEP FRONT LIT CHANNEL LETTER ONLY (INSTALLATION DETAIL SEE PAGE 13)
2. EXISTING MONUMENT SIGN TO BE REMAINED.
   FACE CHANGE ONLY
3. MAXIMUM NUMBER OF SIGNS IS THREE (3)

EAST ELEVATION

NORTH ELEVATION & EAST ELEVATION;
TWO WALL SIGNS WILL BE PERMITTED
SIGN STYLE: FRONT LIT CHANNEL LETTER
SIGN SIZE & LOCATION: SUBJECT TO THE LANDLORD & CITY OF COVINA APPROVAL
MAXIMUM WALL SIGN AREA IS 40 SQ/FT

69"h x 6'w DOUBLE SIDED MONUMENT SIGN TO BE REMAINED.
MAXIMUM SIGN AREA IS 20 SQ/FT.

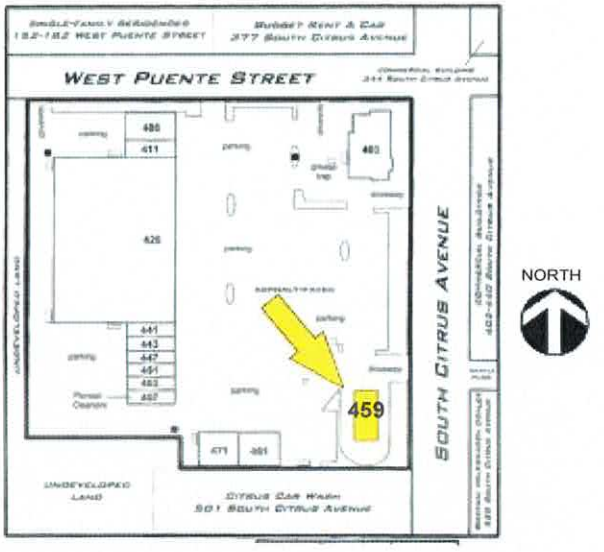
NORTH ELEVATION

NORTH ELEVATION

WEST ELEVATION : NO SIGN WILL BE PERMITTED.

WEST ELEVATION

SOUTH ELEVAITON



UNIT #403 FOR FREE-STANDING PAD.

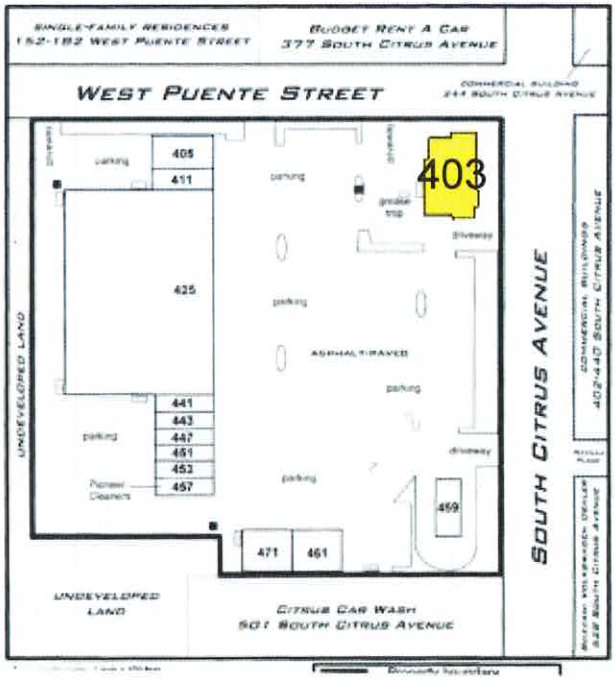
1) 4" DEEP FRONT LIT CHANNEL LETTERS
2) Logo Height: 12" min - 24" max.
3) Letter Height: One line of text: min18" - 24" max
   2 lines of text: min.9" - 12" max,
   Maximum sign height Shall not exceed 24' in two lines.
4) Font style: Arial Black
5) Sign color: #2793 Red, #2114 Blue, #2030 Green, #2287 violet
6) Trim caps : 3/4" white
7) Returns: 4" deep factory coated white returns.
8) Installation: See page 13
9) Maximum 3 wall sign, NO monument sign.
10) Maximum sign area is 40 SQ/FT
11) Maximum number of signs is three (3)

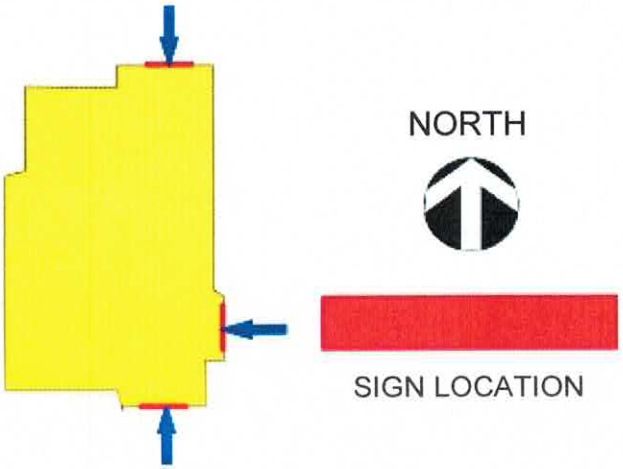
East elevation

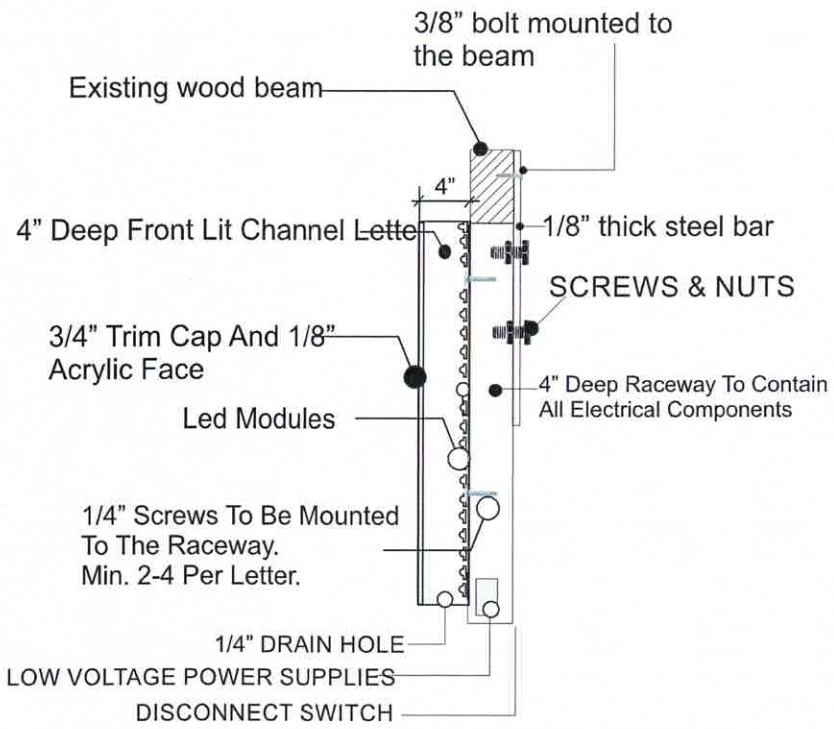
West elevation

South Elevation

North elevaiton

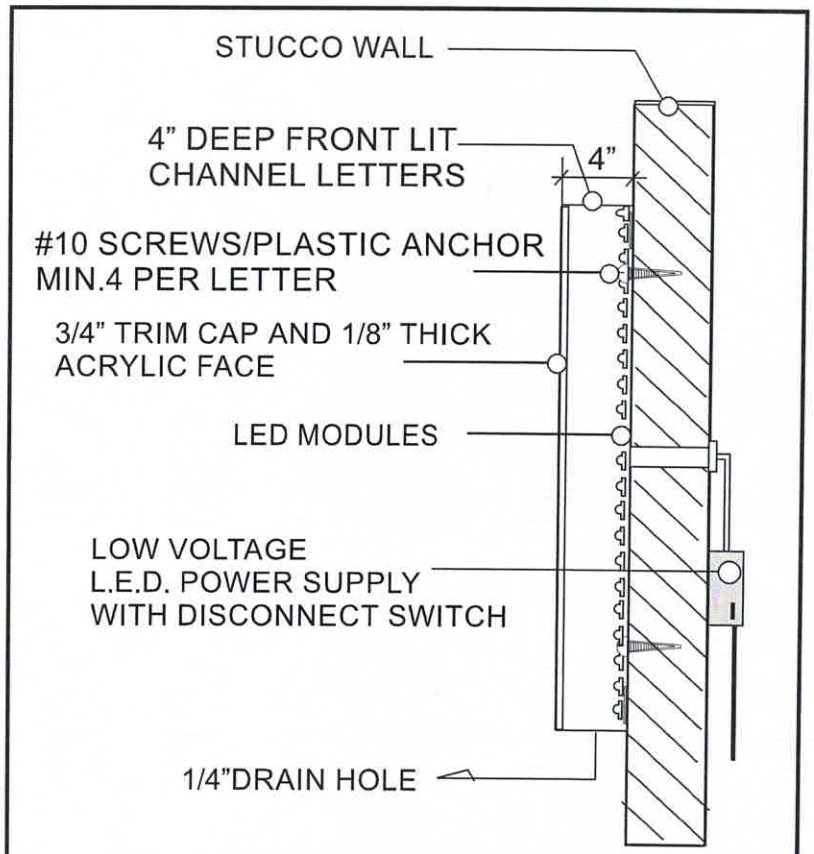






RACEWAY/FRONT LIT CHANNEL LETTERS INSTALLATION DETAIL

INSTALLATION DETAIL FOR:
UNIT #405, 407, 411, 441, 443, 447, 451,453, 457, 461, 471



FRONT LIT CHANNEL LETTERS INSTALLATION DETAIL

INSTALLATION DETAIL FOR:
UNIT # 403 & 459