



CITY OF COVINA

125 East College Street • Covina, California 91723-2199

**Community Development Department
Planning Division**

**Fax (626)-858-5556
Telephone (626) 858-7231**

LETTER OF APPROVAL

April 3, 2009

Sign Express Mfg. Company
1438 Santa Anita Avenue
South El Monte, CA 91733
Attn: Amy L.

Subject: Site Plan Review 08-026(B) a sign program for the Plaza Commercial Center located at 975-999 West San Bernardino Road in Covina

Dear Amy L.:

The City of Community Development Department, Planning Division has reviewed your latest revised sign program for the Plaza Commercial Center located at the above address. We have approved your sign program subject to the following conditions:

1. Sign permit(s) shall be obtained prior to the installation of all new signs and /or modification of any existing signs per Section 17.74.030 of the Covina Municipal Code.
2. The attached new pylon sign location map indicates all portions of the pylon will be installed on the subject property of the Plaza Commercial Center.
3. All development shall conform with the approved master sign program, all representations of record made by the applicants and these conditions of approval. The Planning Division will review construction documents for compliance with these Conditions of Approval.
4. Ordinance requirements not herein listed are still applicable.
5. The project is categorically exempt pursuant to the California Environmental Quality Act (CEQA). If a Notice of Exemption is filed with the City, then the period during which legal challenges can be filed based upon violations of CEQA is reduced from 180 days to 30 days. To file the Notice of Exemption, please contact the Planning Division.

25

999 PLAZA

APPROVED
J. Wilkins
April 3, 2009
975-999 W San B.

MASTER SIGN PROGRAM



Property Owner: Treasure Fang
975-999 San Bernardino Road
Covina, CA
Phone: 818-822-6668

Sign Contractor: Signs Express Mfg. Company
1438 Santa Anita Ave.
South El Monte, CA 91733
Phone: 626-443-3333
Fax: 626-443-3232

Approved By: City of Covina
Community Development Department
125 East College Street
Covina, CA 91723-2199
Phone: (626) 858-7233
Fax: (626) 858-5556

Planning Division
City of Covina
MAR 18 2009
125 E. College Street
(626) 858-7231

(1)

SPR 08-026(B)

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 of 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's 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 Section 17.74.030 of Covina Municipal Code.
2. All sign drawings presented to the Planning Division shall comply with Section 17.74.030 of the Covina Municipal Code.
3. All signage installed or maintained in the plaza (C-3A Commercial Zone) shall comply with Section 17.42.100 allowable signs and special regulations of the Covina Municipal Code.
4. All signs for which a sign permit is issued shall comply with Section 17.74.050 of the Covina Municipal Code.
5. 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.

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 (Exhibit A.1)

1. Sign Type: 4" deep channel letters
2. Sizes & Allowable Sign Area:
 - a. Business below 2,000 square feet - Maximum 16 inch height letters, maximum sign height shall not exceed 24 inches in two lines;
 - b. Business from 2,000 to 8,000 square feet - Maximum 20 inch height letters, maximum sign height shall not exceed 40 inches in two lines;
 - c. Tenants wall signs are limited to two lines of copy;
 - d. 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. Materials & Colors:
 - a. Sign faces & colors - Minimum 1/8" thick acrylic faces. Plexglas #2793 Red, #2037 Yellow, #2648 Blue, #2108 Green.
 - b. Returns & backings - minimum 0.040" thick aluminum with powder coating finish in Dark Bronze.
 - c. Trim caps - 3/4" wide Dark Bronze.
5. Illumination: 13mm neon tubes or 12volts L.E.D. Light Modules.
6. Letter Styles: **CLAREDON HELVETICA MED BASSOON**

F. INSTALLATION REQUIREMENT

1. All tenants' wall signs shall be placed within the areas where designated by the landlord. (See Exhibit A)
2. Prior to installation of the wall sign, a copy of the approved sign permit from the City of Covina must be provided to the Landlord.
3. Installation section details. (See Exhibit B)

G. PLAZA PYLON SIGN : (see exhibit C)

One set of 25'-0" overall height double faced pylon sign is permitted. Sign skin to be fabricated by 0.090" thick aluminum with powder coating finish to match the building wall color. Internally illuminated by 800M.A. H/O lamps.

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.

I. TEMPORARY / BANNER SIGNS

1. Temporary signs are permitted for the following types of occasions:
 - a. Opening of new business;
 - b. Special or seasonal sales; or
 - c. Promotional events.
2. Prior to fabrication of any temporary / banner signs, the applicant must fill out a temporary sign permit application and pay application fee. The City fees are subject to periodic increases adopted by the Covina City Council.
3. A detailed drawing of the temporary / banner signs, includes the following:
 - a. Two (2) 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 shall be noted;
 - c. All drawings shall be at least 8 ½" 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).
4. 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 feet in volume for any one 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 calendar year.
5. Standards and Allowable Display Periods:
 - a. Banners and or other temporary signage, excluding large, hot air or 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 APPLICATION;
 - 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. Window painting and posters may be used in combination with banners, subject to the same, respective sign area limits I5b and I5c above;
- f. No more than two (2) small balloons per lineal foot of building frontage per permitted; and
- g. No other than one (1) large, hot air or helium balloon shall be allowed, and the balloon shall not exceed the height limit of the business's zoning district.

6. PROHIBITED TYPES OF TEMPORARY SIGN OR PROMOTIONAL DEVICES

- a. Pennants (flags suspended from lengths of rope).
- b. Portable signs including, but not limited to, A-frame signs and trailers.
- c. Roof signs.
- d. Fence signs.
- e. Wind-blown devices (except flags).
- f. Signs in the public right-of-way.
- g. Light or sound-emitting devices.

TENANT'S LETTER OVERALL HEIGHT ALLOWED :
 LEASED AREA FROM 2,000-8,000 SQUARE FEET.
 TOTAL SIGNAGE AREA SHALL NOT EXCEED 80% OF SIGN FACADE



TENANT'S LETTER OVERALL HEIGHT ALLOWED :
 LEASED AREA UP TO 2,000 SQUARE FEET.
 TOTAL SIGNAGE AREA SHALL NOT EXCEED 80% OF SIGN FACADE

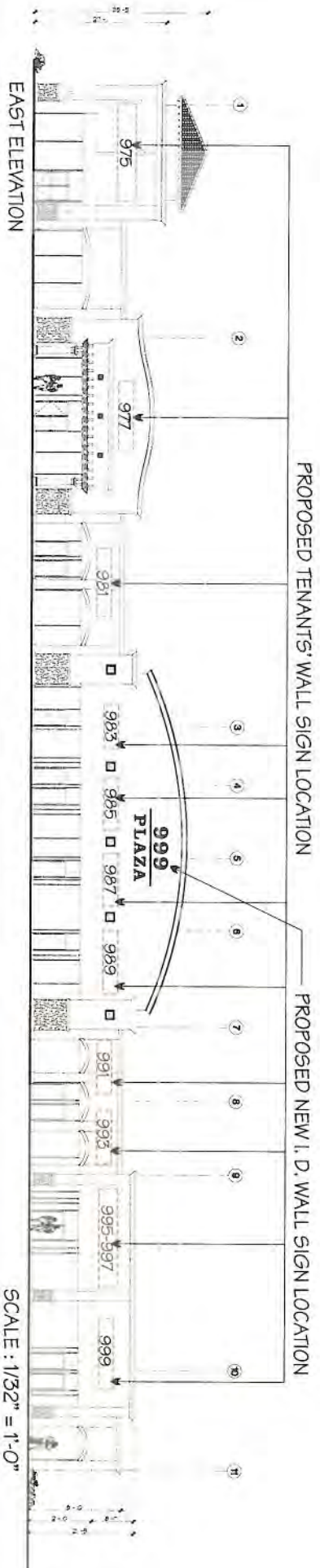
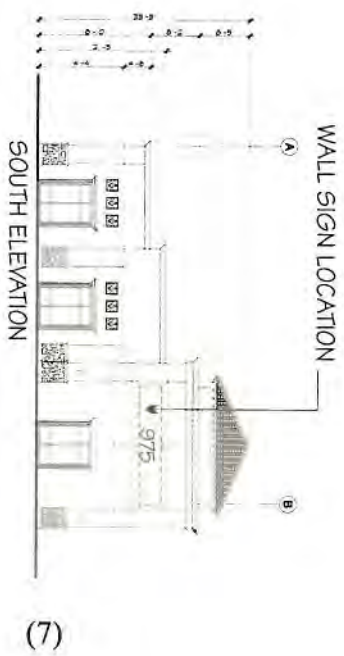



TENANT'S LETTER FONT ALLOWED.

CLAREDON HELVETICA MED BASSOON

PROPOSED 4" DEEP CHANNEL LETTERS, TO BE FABRICATED BY MINIMUM 0.040" THICK ALUMINUM ON RETURNS & BACKS WITH POWDER COATING FINISH IN DARK BRONZE FINISHED. MINIMUM 1/8" THICK ACRYLIC FACES WITH 3/4" DARK BRONZE TRIM CAPS. INTERNALLY ILLUMINATED BY 12 VOLTS L.E.D. LIGHT MODULES OR 13MM NEON.

ALL ELECTRICAL COMPONENTS AND ASSEMBLY ARE TO BE U. L. RATED & LABELED.





加州招牌

SIGNS EXPRESS MFG. CO.

1438 SANTA ANITA AVE., SOUTH EL MONTE, CA 91733
 Tel: 626-443-3333 * Fax: 626-443-3232
 STATE LIC. #552097 * U.L. APPROVED #E-119586

EXHIBIT

A

Job Name: 999 PLAZA	Address: 975-999 SAN BERNARDINO ROAD, COVINA, CA
Date : SEP 3, 07	Drawing # :
Revisions: Δ SEP 11, 07 Δ SEP 12, 08 Δ JAN 16, 09 Δ	Drawn by :

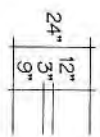
LEASSED AREA FROM 2,001-8,000 SQUARE FEET.

COVINA CITY
GIFTS & NOVELTIES

MAX. 80% OF SIGN FACADE

PROPOSED 4" DEEP CHANNEL LETTERS, TO BE FABRICATED BY MINIMUM 0.040" THICK ALUMINUM ON RETURNS & BACKS WITH POWDER COATING FINISH IN DARK BRONZE FINISHED. MINIMUM 1/8" THICK ACRYLIC FACES WITH 3/4" DARK BRONZE TRIM CAPS. INTERNALLY ILLUMINATED BY 12 VOLTS L.E.D. LIGHT MODULES OR 13MM NEON.

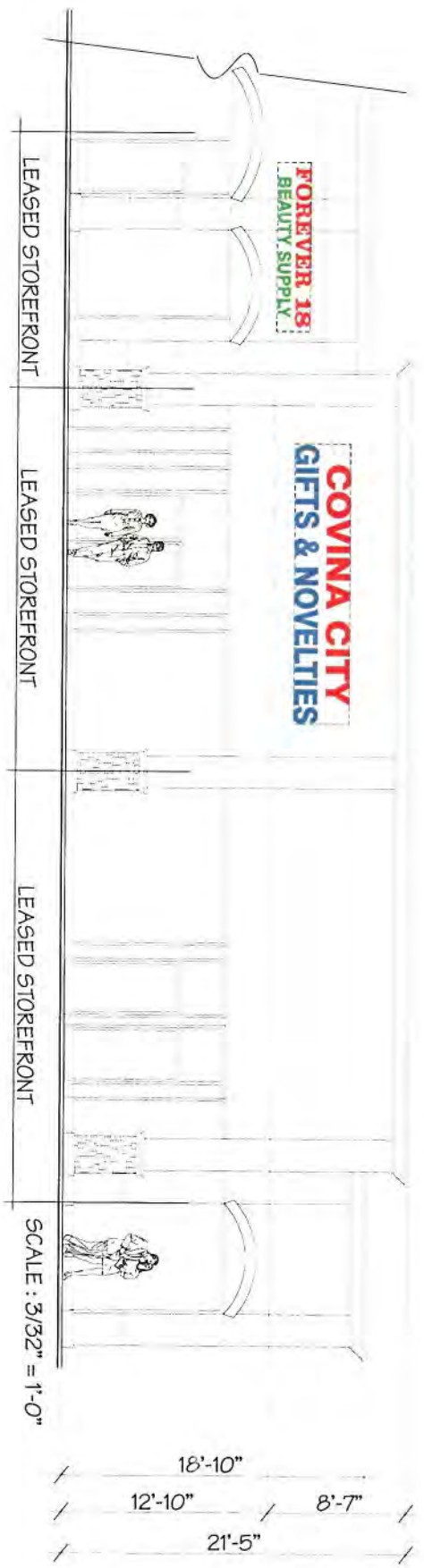
ALL ELECTRICAL COMPONENTS AND ASSEMBLY ARE TO BE U. L. RATED & LABELED.



LEASED UP TO 2,000 SQUARE FEET.

FOREVER 18
BEAUTY SUPPLY

MAX. 80% OF SIGN FACADE



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Job Name: 999 PLAZA

Address: 975-999 SAN BERNARDINO ROAD, COVINA, CA

Date : 01/16/09

Drawing # :

Drawn by :

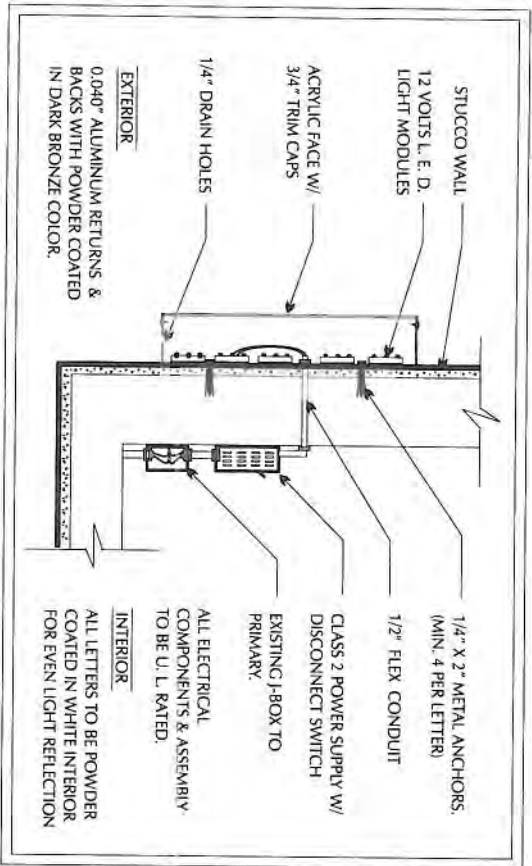
Revisions: Δ

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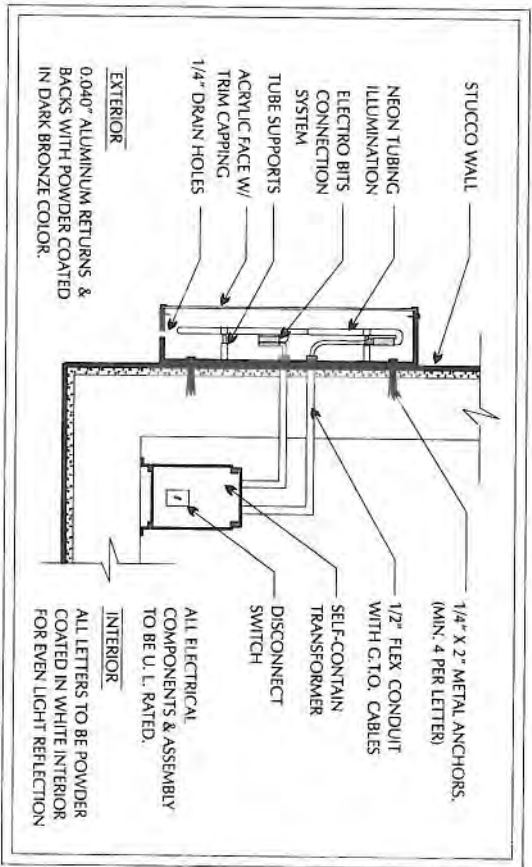
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EXHIBIT
A.1



CHANNEL LETTER WITH L. E. D. MODULES INTERNALLY ILLUMINATION



CHANNEL LETTER WITH NEON INTERNALLY ILLUMINATION

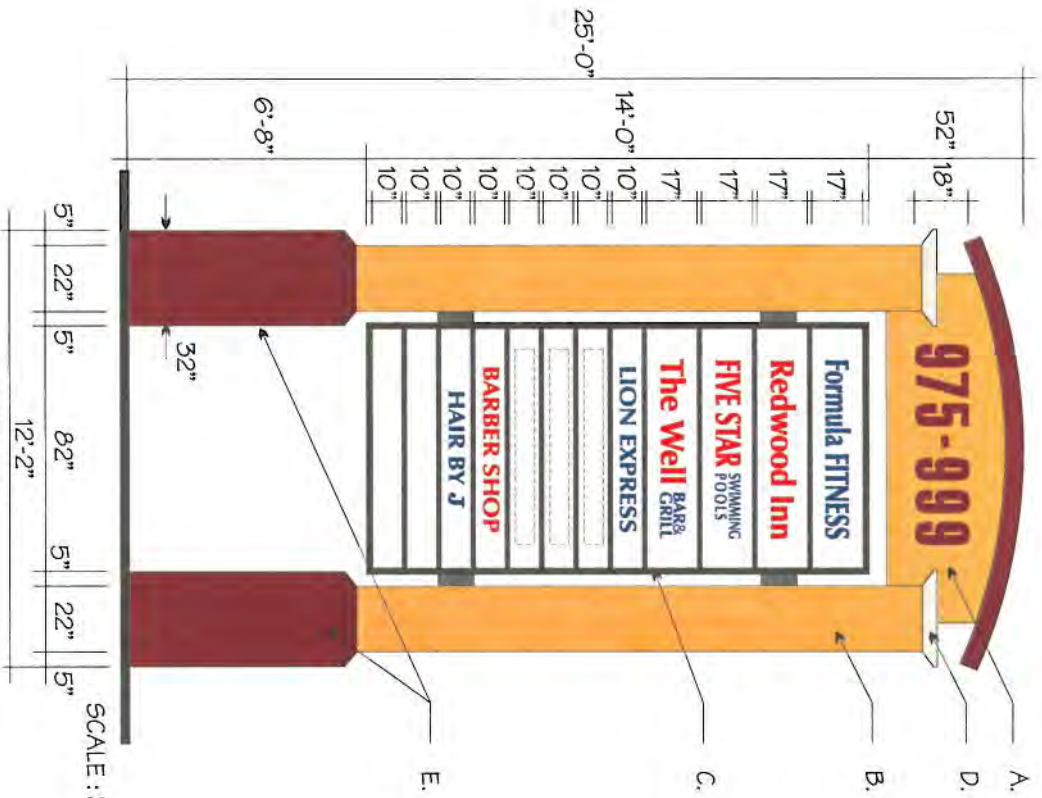
CHANNEL LETTERS SECTION DETAILS



SIGNS EXPRESS MFG. CO.
 1438 SANTA ANITA AVE., SOUTH EL MONTE, CA 91733
 Tel: 626-443-3333 * Fax: 626-443-3232
 STATE LIC. #552097 * U.L. APPROVED #E-119586

Job Name: 999 PLAZA	
Address: 975-999 SAN BERNARDINO ROAD, COVINA, CA	
Date : SEP 3, 07	Drawing # :
Revisions: Δ SEP 11, 07 Δ SEP 12, 08 Δ	Drawn by :





FRONT VIEW

SCALE : 3/16" = 1'-0"

- A) Aluminum top section is to be fabricated by 0.090" thick aluminum with powder coating in golden yellow. Numbers to be routed out with 3/16" burgundy acrylic backing. Internally illuminated by 800 MA lamps.
- B) Sign columns are to be fabricated by 0.090" thick aluminum skin with powder coating in brown to match building wall color.
- C) Tenant's sign cabinet to be fabricated by 0.063" thick aluminum w/ powder coating finish in dark bronze. Internally illuminated by 800MA H/O lamps. Sign advertising area to be divided into 12 spaces by 1.5" aluminum dividers bars. 3/16" white acrylic faces with vinyl graphics overlay. Total area: 7'-0" x 14'-0" = 98 Square feet

Advertising graphic area:
 Shall not be greater than 50% of the sign panel.
 Minimum letter size: 4 inch

D) All foam moldings are to be painted to match building crown molding color.

E) Sign base to be constructed by 0.090" thick aluminum skin with stucco finished to match building wall color.

MINIMUM LETTER HEIGHT
 OF (5) inches
 R.W.

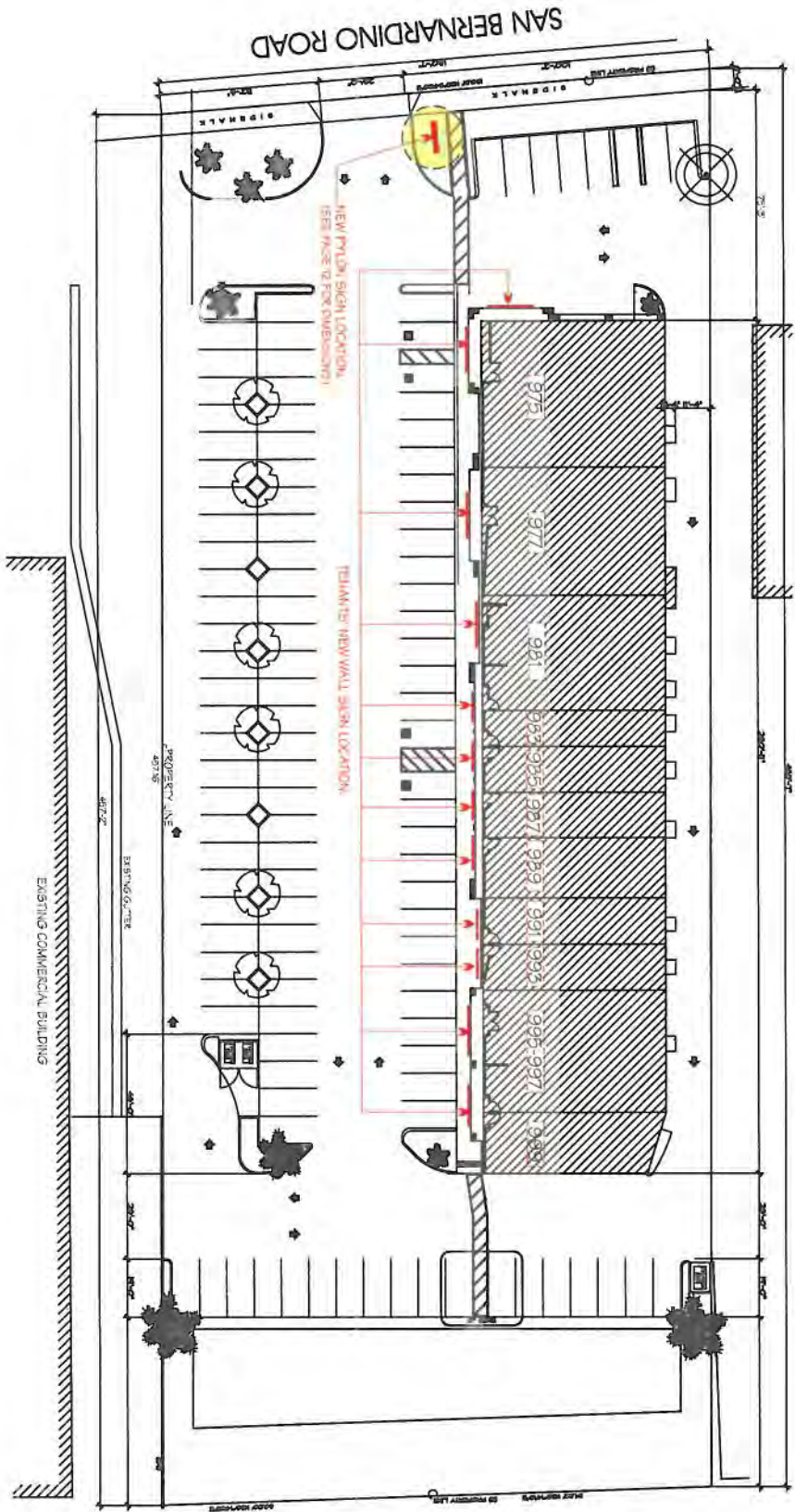
REUSED TEMPLATE



SIGNS EXPRESS MFG. CO.
 1438 SANTA ANITA AVE., SOUTH EL MONTE, CA 91733
 Tel: 626-443-3333 * Fax: 626-443-3232
 STATE LIC. #552097 * U.L. APPROVED #E-119586

Job Name: 999 PLAZA
 Address: 975-999 SAN BERNARDINO ROAD, COVINA, CA
 Date : 051209
 Revisions: Δ 062609 Δ Δ Δ

Address: 975-999 SAN BERNARDINO ROAD, COVINA, CA
 Drawing # :
 Drawn by :
EXHIBIT C



NORTH
SITE PLAN



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SIGNS EXPRESS MFG. CO.

1438 SANTA ANITA AVE., SOUTH EL MONTE, CA 91733

Tel: 626-443-3333 * Fax: 626-443-3232

STATE LIC. #552097 * U.L. APPROVED #E-119586

Job Name: 999 PLAZA

Address: 975-999 SAN BERNARDINO ROAD, COVINA, CA

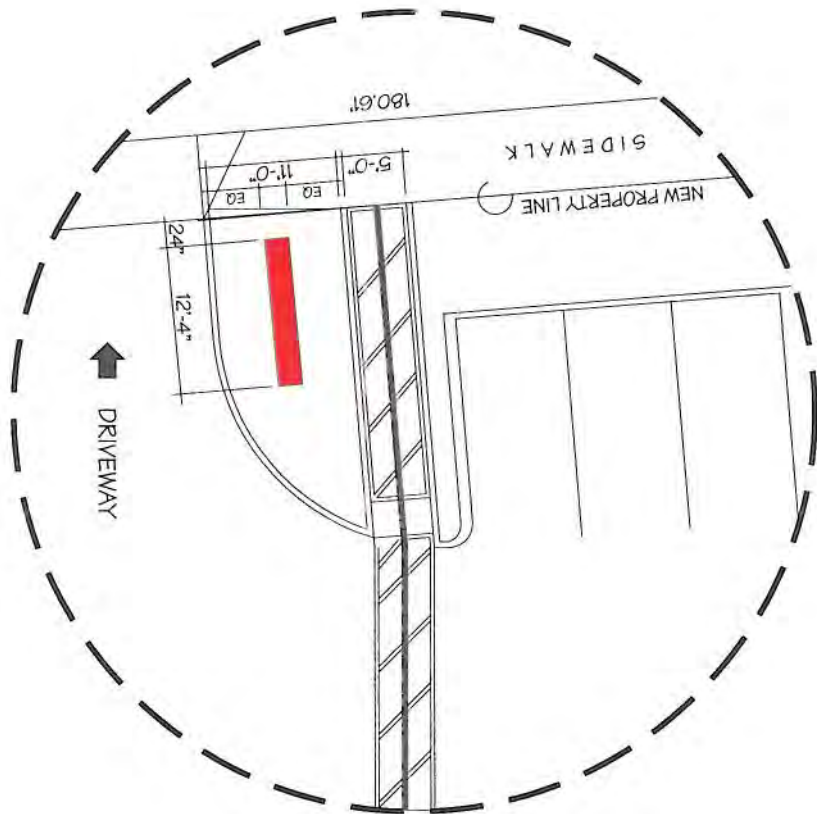
Date: SEP 3, 07 Drawing #: _____

Drawn by: _____

Revisions: Δ SEP 11, 07 Δ SEP 12, 08 Δ _____

EXHIBIT





PYLON SIGN LOCATION

SCALE: 1/16"=1'-0"



SIGNS EXPRESS MFG. CO.
 1438 SANTA ANITA AVE., SOUTH EL MONTE, CA 91733
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Job Name:	999 PLAZA		
Address:	975-999 SAN BERNARDINO ROAD, COVINA, CA		
Date :	022409	Drawing # :	
Revisions:	△	△	△

