

SPR 15-034  
FILE COPY

SIGN PROGRAM NO. 29

# SIGN CRITERIA

## N.W.C. OF GRAND / BADILLO SHOPPING CENTER COVINA, CALIFORNIA

A DEVELOPMENT OF:  
**ESSEX REALTY MANAGEMENT, INC.**

**MC KENTLY MALAK ARCHITECTS**

**JANUARY 2017**

**DECEMBER 13, 2016-AMENDMENT JANUARY 2018**

CITY OF COVINA  
PLANNING DIVISION  
CITY PLANNER APPROVED  
Case File SIGN PROGRAM FOR SPR 15-034

JAN 16 2018

By MS

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

# N.W.C OF GRAND / BADILLO SHOPPING CENTER COVINA, CALIFORNIA

## SIGN & STOREFRONT CRITERIA

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**CITY OF COVINA**  
PLANNING DIVISION  
CITY PLANNER APPROVED  
Case File \_\_\_\_\_

JAN 18 2013

By \_\_\_\_\_  
Any changes or additions to the approved plans will require review and approval from the Planning Division

## **A. INTRODUCTION**

The intent of these criteria is to establish guidelines and standards for the configuration, installation, and operation of tenant signage at properties that are owned and operated by Landlord and to achieve a uniformity of design that is consistent with the building design and architecture.

Compliance with these regulations insures the tenant of a sign that meets industry standards of materials, and fabrication. It incurs the center's owner of property installed signage and in addition, a center free of poorly designed, fabricated and installed signs. Any non-conforming signs shall be removed by tenant or their sign contractor at their expense upon demand by the Landlord. Exceptions to these standards shall be reviewed by the Landlord. The Landlord shall retain full rights of approval of any sign used in the center.

Signage shall be provided for the identification of the center and its anchor tenants along the street frontages, as well as to meet the directional and identification needs of shoppers once they have entered the site.

## **B. SUBMISSION REQUIREMENTS**

This booklet should be given to the sign contractor to serve as a guide in preparing his design and cost estimates for you. Your contractor must have this booklet in order to give you a price that reflects a sign which complies with the standards as outlined in this booklet.

The sign contractor must submit four(4) copies of your fabrication drawings to the offices of ESSEX REALTY MANAGEMENT, INC. for approval. these drawing must show:

1. The sign in elevation on the full extent of the storefront.
2. Full specifications of all materials and colors in the sign.
3. One or more section drawings as necessary to fully describe the methods of assembly and electrical components used.

These drawing should be sent to the offices of the Landlord at ESSEX REALTY MANAGEMENT, INC. 9087 Arrow Rd. suite 235, Rancho Cucamonga, CA 91730  
Tel: 909-476-7219

Tenant shall submit three full size sets signed and approved by the Landlord before submittal to the City of Covina for review and approval prior to the start of any sign construction or fabrication. All signs types will require written approval of the Landlord and the City of Covina. Sign permits, building permits and other permits must be authorized from City of Covina prior to installation.

**APPROVED BY**

**C. TENANT RESPONSIBILITIES, LIMITATIONS, LIABILITIES**

1. All tenants must have a sign that conforms with this Signage Criteria, which could change from time to time.
2. The tenant shall be responsible for the sign and its erection, unless provided for otherwise in the lease agreement.
3. No sign may be erected on the buildings or property without first securing written approval of the Landlord and the City of Covina.
4. All permits that are required by local building or sign codes shall be obtained by the tenant or his sign contractor.
5. All costs for permitting, fabrication, and installation of signs shall be borne by the tenant(including final connection, transformers and all other labor and materials) and maintenance.
6. Sign message shall consist of tenant name only. Descriptions of services, symbols, product names, or merchandise trade names, are prohibited,unless permitted by Landlord.
7. Landlord reserves the right to prohibit logos in conduction with tenant signs.
8. Channelume construction, utilizing "Armor-Ply" plywood as letter backs is prohibited
9. Box signs are prohibited except for small logos within the signage area.
10. Flashing, intermittent, rotating or moving lighting or lights within signs are prohibited. Sign lights shall emit a light of constant intensity and shall not be directed towards a public street, sidewalk, or adjacent premises so as to cause glare or reflection that may constitute a traffic hazard or nuisance.
11. Exposed neon sign are prohibited(City may recognize and approve sign relating to certain uses but is subject to Landlord approval).
12. Portable or trailer signs are prohibited.
13. Visible sign company names on tenant signage are prohibited.
14. "COMING SOON" signs such as decals or window posters must be coordinated with and approved by the Landlord.

15. The tenant and his sign contractor will be liable for all costs required to remove and/or correct signs, sign installations and damaged to buildings caused by signs, installations and removal of signs which do not conform to this criteria.
16. Temporary wall signs, pennants, banners or flags, and inflatable displays is subject to Landlord approval and shall comply with the City of Covina temporary sign regulations. No sandwich boards will be allowed.
17. Temporary window signage for special or seasonal sales is subject to Landlord approval and shall comply with the City of Covina temporary sign regulations. All such signs shall be professionally prepared. No window painting shall be permitted.
18. Wall signs shall be affixed without visible means of attachment, unless attachments make an intentional statement. Subject to Landlord approval.
19. any signs prohibited by this criteria will be removed by the Landlord at the expense of the tenant.

#### **D. GENERAL SIGN SPECIFICATIONS**

1. No exposed raceways, crossovers, conduits, conductors, transformers, tubing, junction boxes, lamps, etc. shall be permitted unless it makes and intentional statement and is subject to Landlord approval.
2. All signage content or lettering shall be restricted to the "maximum sign letter copy area" for the store front or architectural feature on which the signage is placed and have matte finish. See attached design criteria for specific information.
3. No projection above or below the "maximum sign letter copy area" will be permitted(except as otherwise approved by the Landlord in writing and by the City).
4. All signs and their installation must comply with UL requirements, all local building and electrical codes and bear a UL label placed in an inconspicuous location, and shall conform to guidelines shown in attached typical sign mounting detail. Tenant shall pay for electrical services to the sign.
5. For purposes of store identification, Tenant will be permitted to place upon each entrance to its premises not more than one(1) square feet of white vinyl decal application lettering not to exceed two(2) inches in height, indicating tenant's name, hours of business, emergency telephone, etc. The number and letter type shall be the Tenant choice and Landlord approved.

6. Signs shall be centered vertically and horizontally over tenant space or architectural features thereof, except where expressly approved by Landlord and the City.
7. General freestanding directional signage shall be permitted subject to Landlord and City approval. Such signage shall be no larger than 16 S.F. and no higher than 4 feet, plus it must be sited and installed in a safe and functional manner.
8. The provisions of this exhibit, except as otherwise expressly provided by this exhibit, shall not be applicable to the identification signs of occupancies designated by the Landlord as "Major or Sub-anchor Tenant" that may be located in the shopping center, it being understood and agreed that these occupants may have their usual signage on similar buildings operated by them in California.

**E. INTERNALLY ILLUMINATED, OR HALO LIT LETTER SIGN SPECIFICATIONS**

1. Shop signs shall be attached to the building wall or fascia in designated areas only. Individual channel letter signs are to be installed per attached sketches or, if not covered by attached sketches, centered on the fascia or architectural feature both horizontally and vertically. The channel letters shall be constructed of aluminum with minimum 1/8 inch thick plexiglass faces and fastened to the aluminum in an approved manner. All exposed aluminum shall be painted Satin Black.
2. No more than one row of letters are permitted, unless otherwise approved by Landlord, provided that in any event the total height does not exceed the height of the "maximum sign letter copy area."
3. The "copy" (letter type), logos and their respective colors shall be submitted to the Landlord for approval prior to fabrication.
4. Wording of Tenant signage is limited to the Tenant's trade name and logo(s). Each Tenant's customary signature or logo, hallmark, insignia or other trademark will be respected. Extraneous information such as : Slogan, Products or services, shall not be included in the tenant's trade name.
5. Halo lighting shall be bright LED lighting installed and labeled in accordance with the "National Board of Fire Underwriters Specifications".
6. All letters shall have service access to LED Power Supply and wiring.
7. All penetrations of the building structure required for sign installation shall be sea sealed in a watertight condition and shall be patched to match adjacent finish.

8. Upon removal of any sign, the building or wall surface shall be patched, textured, sealed and painted to match it's original condition and shall be performed at tenant's expense.
9. All LED lighting must be fully concealed within the letter to not be visible to the public.
10. Halo type signs used in outdoor locations will have clear Lexan backing on the rear of the letters to prevent birds nesting in the letters.

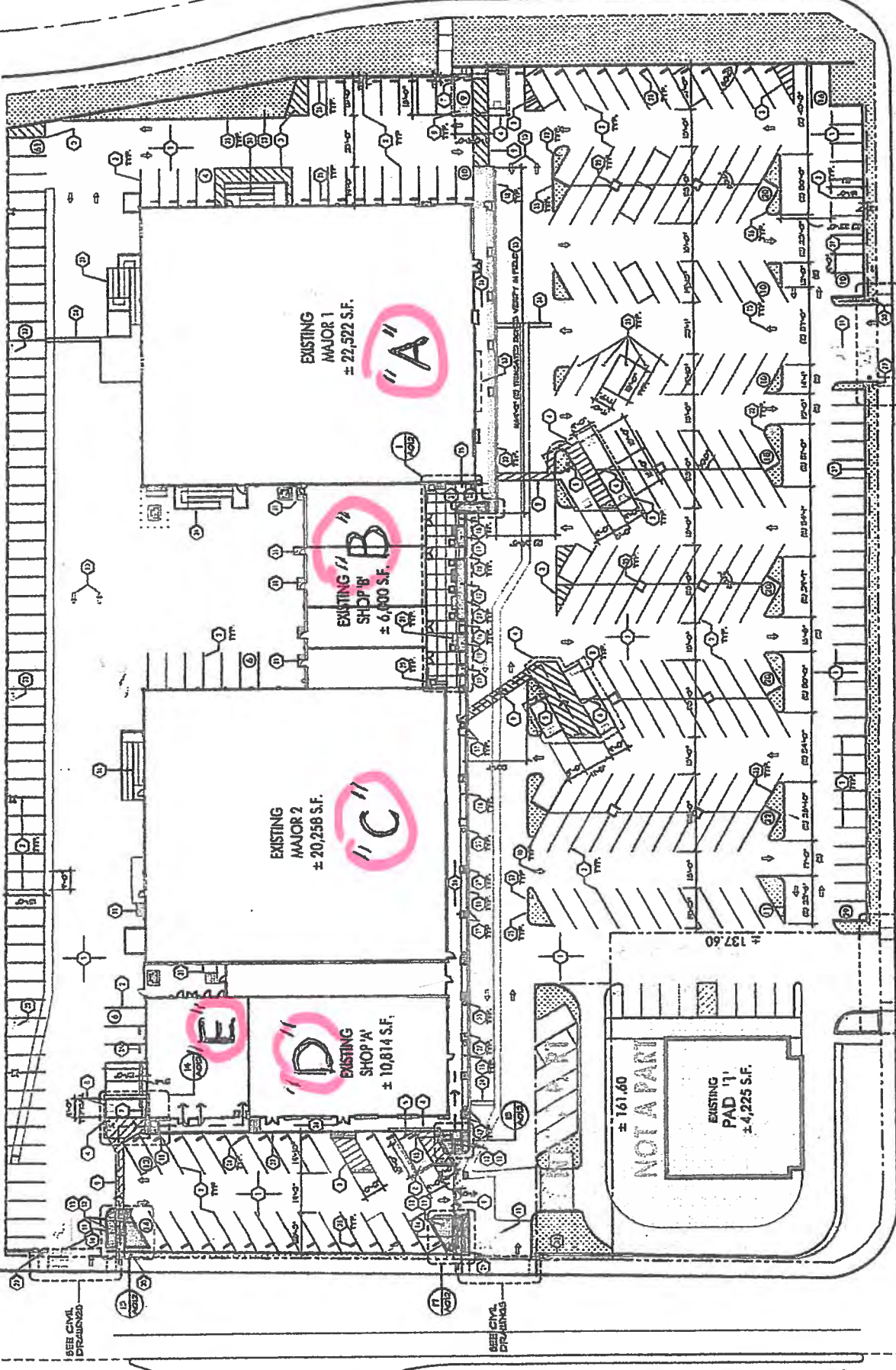
#### **F. PROHIBITED SIGNAGE AND SIGNAGE COMPONENT RESTRICTIONS**

1. **Signs Constituting a Traffic Hazard:**  
No person shall install, maintain, or cause to be installed or maintained any sign which simulates or imitates in size, color, lettering or design any traffic sign or signal, or any other symbols or characters in such manner to interfere with, mislead or confuse traffic.
2. **Immoral or Unlawful Advertising:**  
It shall be unlawful for any person to exhibit, post, display, or cause to be exhibited, posted, or displayed upon any sign, anything of an obscene, indecent, or immoral nature or unlawful activity in Landlord's sole opinion or in violation of general signage provisions of Covina Municipal Code.
3. **Signs on Doors and Windows:**  
No sign shall be installed, relocated or maintained so as to prevent free ingress to or egress from any door. No sign shall be placed on the exterior of the premises except as permitted herein. No sign of any kind shall be attached to a standpipe except those signs as required by code or ordinance.
4. **Animated, Audible or Moving Signs:**  
Signs consisting of any moving, swinging, rotating, flashing or otherwise animated light are prohibited, as are any signs designed to emit any type of audible signal.
5. **Off Premise Signs:**  
Any sign off premises are subject to Landlord's written approval and approval by the City. Any unauthorized off-premises sign may be removed without notice or by Landlord at Tenant's expense.
6. **Vehicle Signs:**  
Signs, parking lot fliers on or affixed to trucks, automobiles, trailers or other vehicles which advertise, identify, or provide direction to a use or activity not related to its lawful making of deliveries of sales or merchandise or rendering of services from such vehicles, are prohibited.

7. Any sign located on the roof or projecting above the roofline of a building is prohibited.
8. Freestanding signs are prohibited unless Landlord approved and approved by the City.
9. Permanent advertising devices such as attraction boards, posters, banners and flags, except where specifically approved by the Landlord and the City, are prohibited,
10. Window signs, except where specifically approved by the Landlord and the City, are prohibited.
11. Sign manufacturer's names, stamps, or decals visible from the streets or normal viewing angles are prohibited.
12. Luminous vacuum-formed acrylic signs and letters, including pre-manufactured and franchise signs, with the exception of site and directional signage approved by the Landlord and City, are prohibited.
13. Paper, cardboard or styrofoam signs, stickers or decals hung around, on or behind storefronts are prohibited.
14. Exposed fastening devices, unless integral to the sign's design intent, are prohibited.
15. Simulated materials (i.e. wood-grained plastic laminates) or wall coverings are prohibited.
16. Signs of any type located in or encroaching into the public right-of-way are prohibited.



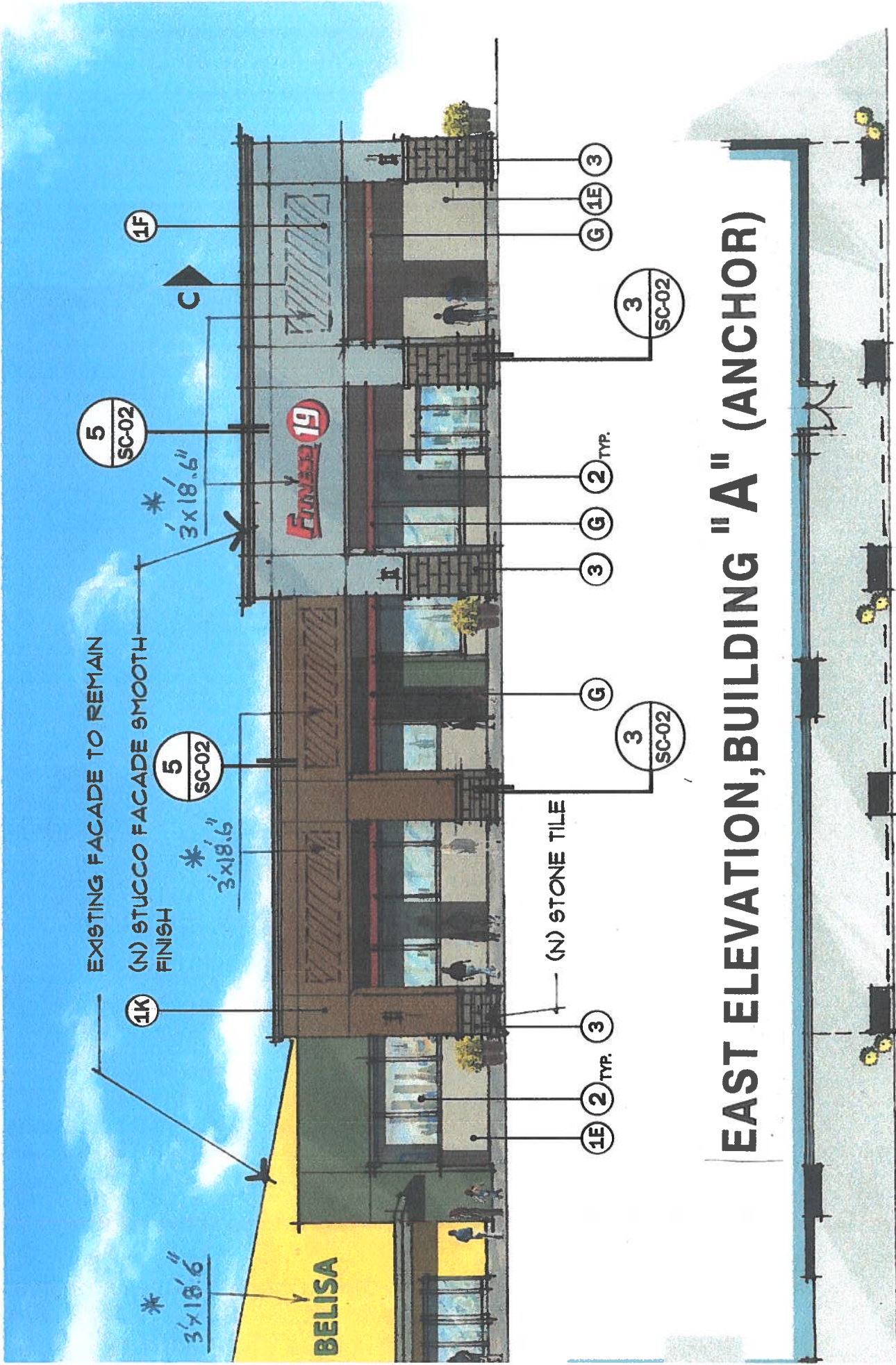
ADAMS PARK



GRAND AVENUE

BADILLO STREET

**SIGNS BUILDINGS "A & C"  
(ANCHOR)- DEFINE AS TENANT OVER 20,000 SQ. FT.  
OF GROSS FLOOR AREA**



# EAST ELEVATION, BUILDING "A" (ANCHOR)

**\* MAX. SIGN AREA**

N.W.C. GRAND/BADILLO  
SHOPPING CENTER  
COVINA, CALIFORNIA

## TENANT FASCIA SIGNS- BUILDING "B"

### TYPE OF SIGN

Individually lighted aluminum channel letters with Plexiglas fronts.

### LETTER STYLE

Per Tenant discretion with Landlord and City approval, subject to signage design conforming to building architecture and the intent of this criteria.

### NUMBER OF SIGNS

One sign Maximum for each store.

### SIZE AND LOCATION

Maximum copy height:	3'-0"
Minimum copy height:	1'-2"
Maximum copy length:	No more than 75% of length of store frontage. Each sign shall be centered on store frontage and mounted within the designated signage area shown on attached details.

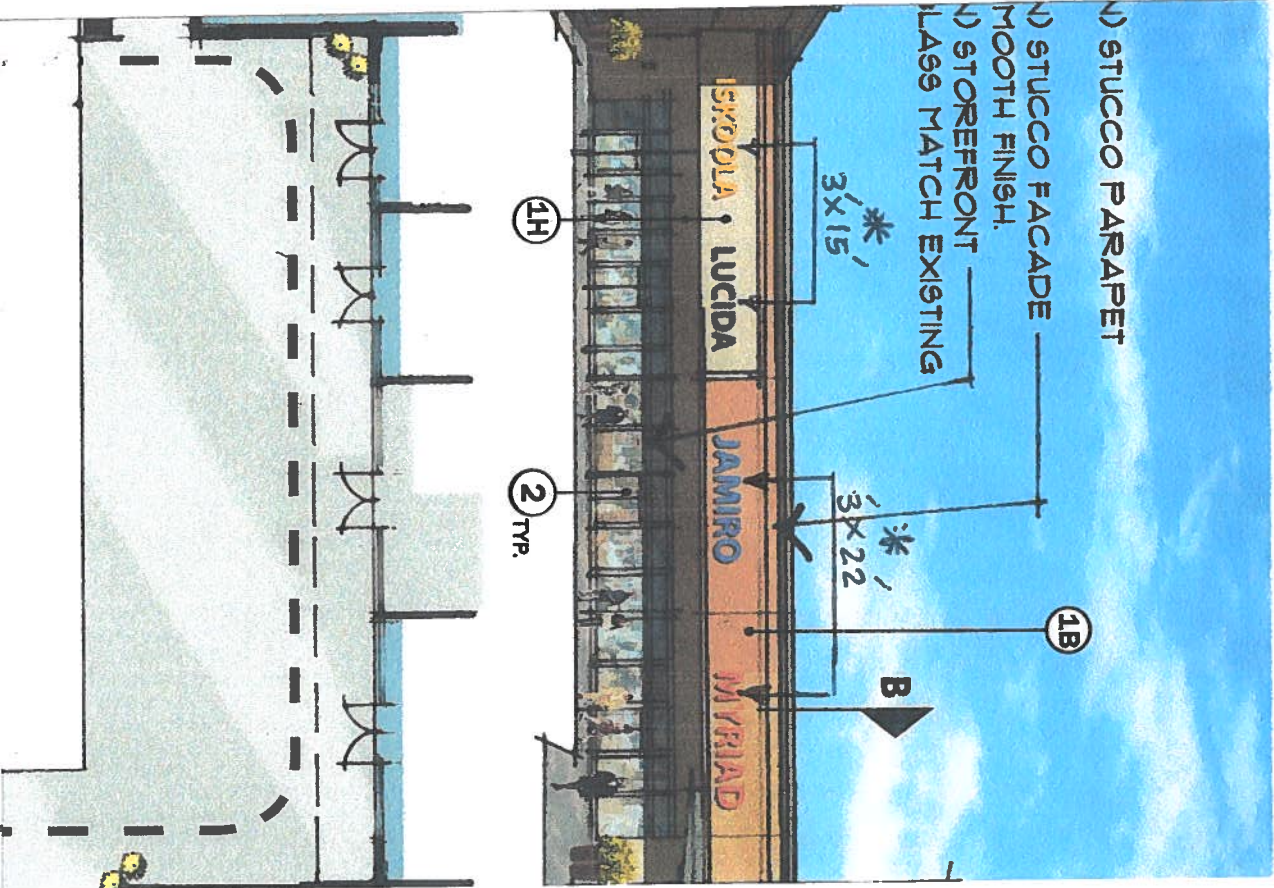
### TYPEFACE AND COLORS

Typefaces, logos, and colors are subject to Landlord and City approval. Bright LED lighting White, Black colored trim cap and sides.

*APPROVED COLORS - RED, BLUE, YELLOW, GREEN, WHITE*

### INSTALLATION

Final electrical hookup shall be performed by a licensed electrician. Shop drawings shall be submitted to the Landlord for approval. All penetrations through masonry shall be through the mortar joints. All signage installation shall be in accordance with City of Covina Codes and Ordinances, and the National Electrical Code. Power Supply to be located in soffit plenum, J box and conduit to panel by landlord, wiring by tenant. Plenum accessible through access panels in wall above storefront.



# EAST ELEVATION, BUILDING "B"

\* MAX. SIGN AREA

N.W.C. GRAND/BADILLO  
 SHOPPING CENTER  
 COVINA, CALIFORNIA

# SIGNS BUILDINGS "A & C" (ANCHOR) - Define as Tenant over 20,000 SQ.FT. of gross floor area

## TYPE OF SIGN

Individually lighted aluminum channel letters with plexiglas fronts.

## LETTER STYLE

Per Tenant discretion with Landlord and City approval, subject to signage design conforming to building architecture and the intent of this criteria.

## NUMBER OF SIGNS

Three(3) Maximum- No more than three(3) signs on eastern side of building. For building side no more than one(1) sign may state the business name. The other two may be ancillary signs( Pharmacy, Deli, etc.)

## SIZE AND LOCATION

Maximum copy height:	5'-0" ✓
Minimum copy height:	1'-2"
Maximum aggregate copy length:	54'-0"

All business name and ancillary signs shall be mounted on the eastern building side within the above maximum signage area and as shown on attached details. Mounting heights shall be the same.

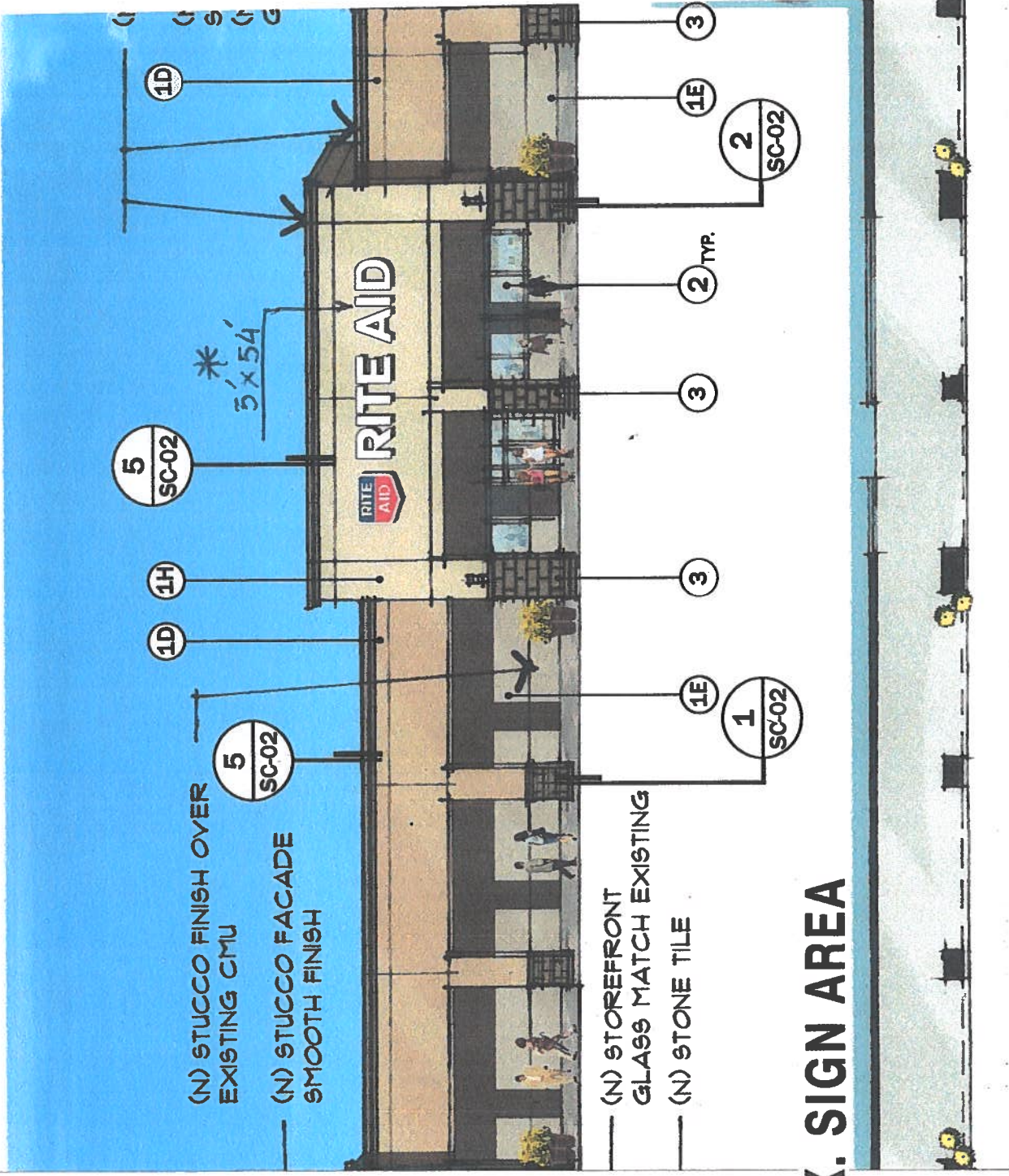
## TYPEFACE AND COLORS

Typefaces, logos and colors are subject to Landlord and City approval. Bright LED lighting White. Black colors trim cap and sides.

*APPROVED  
COLORS RED,  
BLUE, WHITE,  
YELLOW AND GREEN*

## INSTALLATION

Final electrical hookup shall be performed by a licensed electrician. Shop drawings shall be submitted to the Landlord for approval. All penetrations through the masonry shall be through the mortar joints. All signage installation shall be in accordance with City of Covina Codes and Ordinances, and the National Electrical Code. Power Supply to be located in soffit plenum, J box and conduit to panel by Landlord, wiring by tenant. Plenum accessible through access panels in wall above storefront.



\* MAX. SIGN AREA

# EAST ELEVATION, BUILDING "C" (ANCHOR)

N.W.C. GRAND/BADILLO SHOPPING CENTER COVINA, CALIFORNIA

**SIGNS BUILDINGS "D & A"  
(SUB-MAJOR)  
DEFINE AS TENANTS WITH 5,000 SQ. FT. TO 19,999  
SQ. FT. OF GROSS FLOOR AREA**

**TYPE OF SIGN**

Individually lighted Aluminum Channel letters with Plexiglas fronts.

**LETTER STYLE**

Per Tenant discretion with Landlord and City approval, subject to signage design conforming to building architecture and the intent of this criteria.

**NUMBER OF SIGNS**

One (1) sign per building elevation. Tenant at corner end unit may have one sign per building elevation up to a max. two(2) signs.

**SIZE AND LOCATION**

Maximum copy height: 3'  
Maximum copy height: 1'-2"  
Maximum copy length: 37' or 75% of leased storefront, whichever is less.

All business name and ancillary signs shall be mounted on the eastern building side within the above maximum signage area and as shown on attached details. Mounting heights shall be the same.

**TYPEFACE AND COLORS**

Typefaces, logos and colors are subject to Landlord and City approval. Bright LED lighting White. Black colors trim cap and sides.

*APPROVED COLORS =  
WHITE, RED, YELLOW,  
GREEN & BLUE,*

**INSTALLATION**

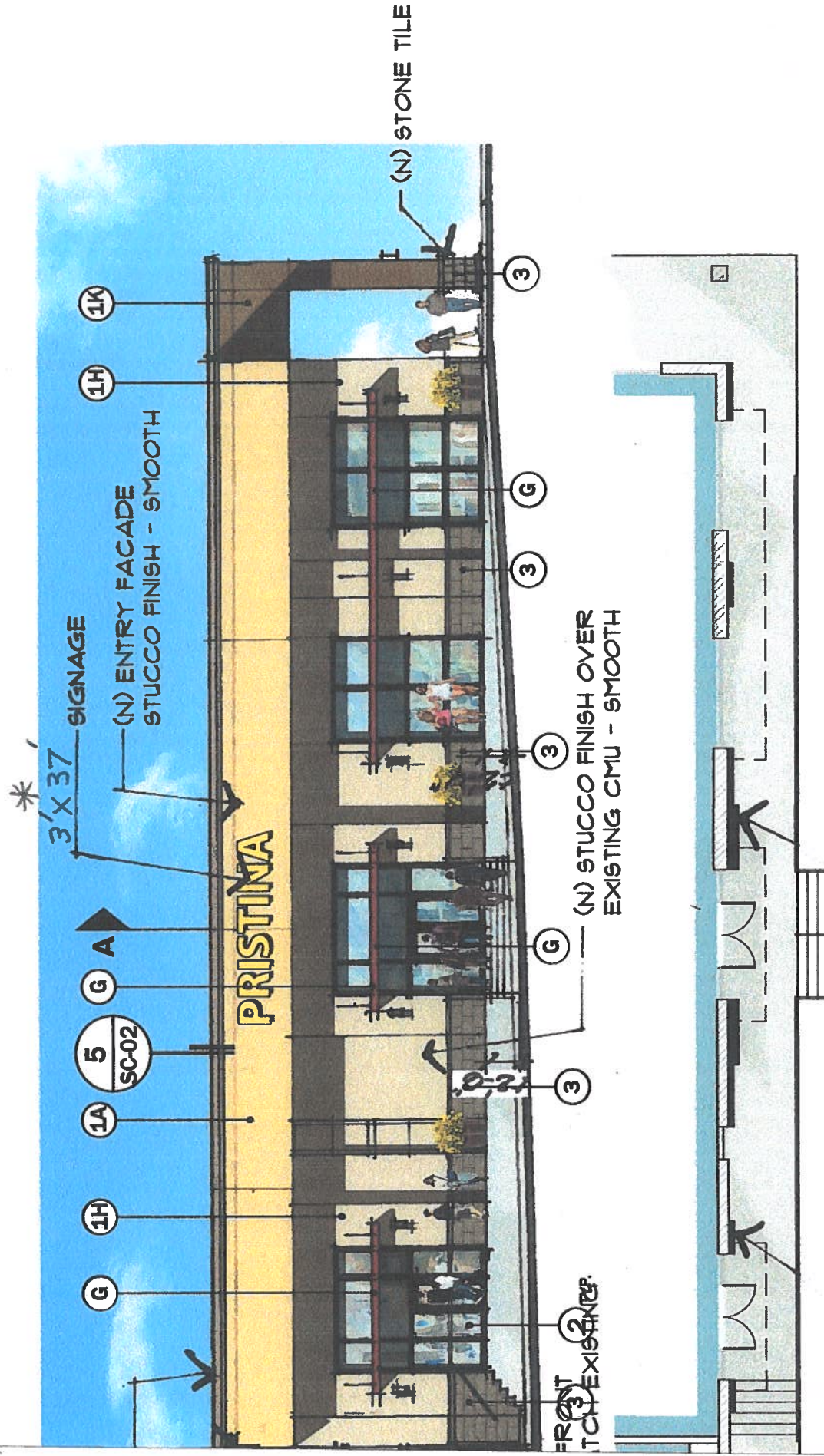
Final electrical hookup shall be performed by a licensed electrician. Shop drawings shall be submitted to the Landlord for approval. All penetrations through the masonry shall be through the mortar joints. All signage installation shall be in accordance with City of Covina Codes and Ordinances, and the National Electrical Code. Power Supply to be located in soffit plenum, J box and conduit to panel by Landlord, wiring by tenant. Plenum accessible through access panels in wall above storefront.





**EAST ELEVATION, BUILDING "D" (SUB MAJOR)**

**\* MAX. SIGN AREA**



# SOUTH ELEVATION, BUILDING "D" (SUB MAJOR)

**\* MAX. SIGN AREA**

N.W.C. GRAND/BADILLO  
SHOPPING CENTER  
COVINA, CALIFORNIA

TENANT FASCIA SIGNS-BUILDING "E"

TYPE OF SIGN

Individually lighted aluminum channel letters with Plexiglass fronts.

LETTER STYLE

Per Tenant discretion with Landlord and City approval, subject to signage design conforming to building architecture and the intent of this criteria.

NUMBER OF SIGNS

One sign Maximum for each store.

SIZE AND LOCATION

Maximum copy height:	3'.0"
Minimum copy height:	1'.2"
Maximum copy length:	No more than 75% of length of store frontage. Each sign shall be centered on store frontage and mounted within the designated signage area shown on attache details.

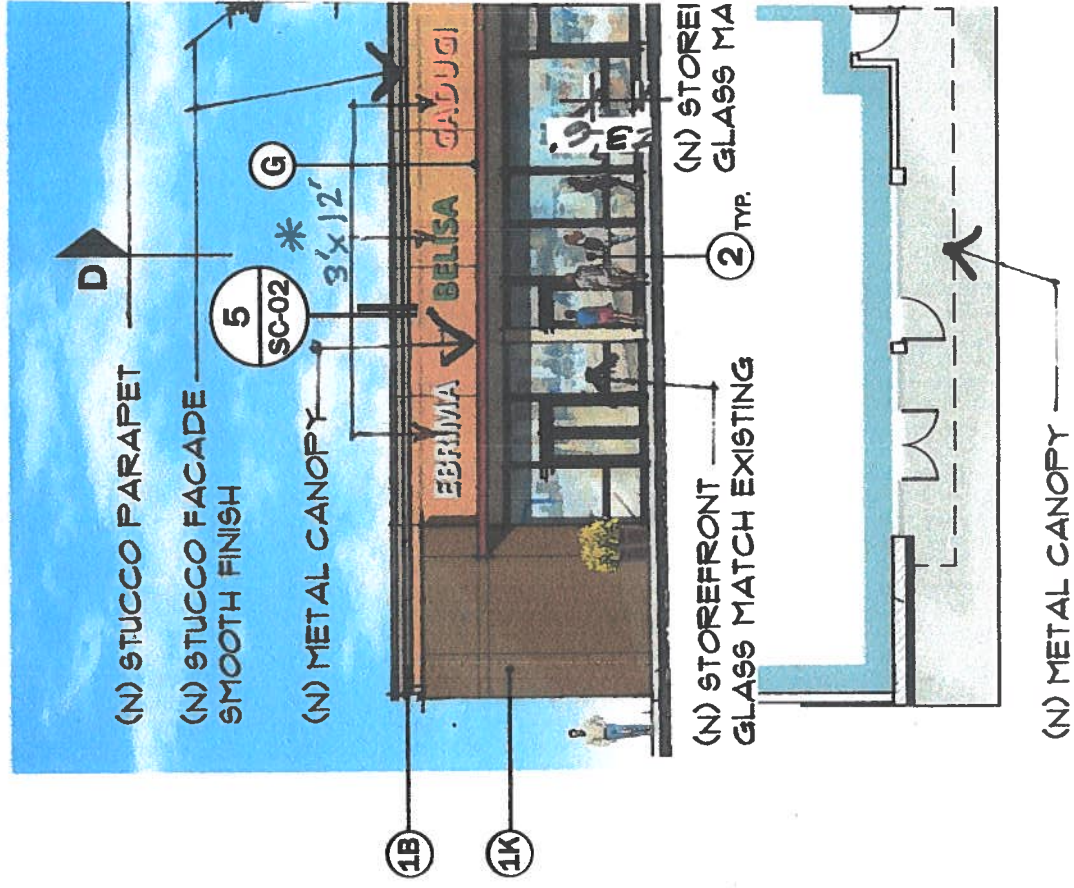
TYPEFACE AND COLORS

Typefaces, logos, and colors are subject to Landlord and City approval. Bright LED lighting White, Black colored trim cap and sides.

*APPROVED COLORS:  
RED, BLUE, WHITE,  
YELLOW & GREEN*

INSTALLATION

Final electrical hookup shall be performed by a licensed electrician. Shop drawings shall be submitted to the Landlord for approval. All penetrations through masonry shall be through the mortar joints, All signage i installation shall be in accordance with City of Covina Codes and Ordinances, and the National Electrical Code. Power Supply to be located in soffit plenum, J Box and conduit to panel by Landlord, wiring by tenant. Plenum accessible through access panels in wall above storefront.

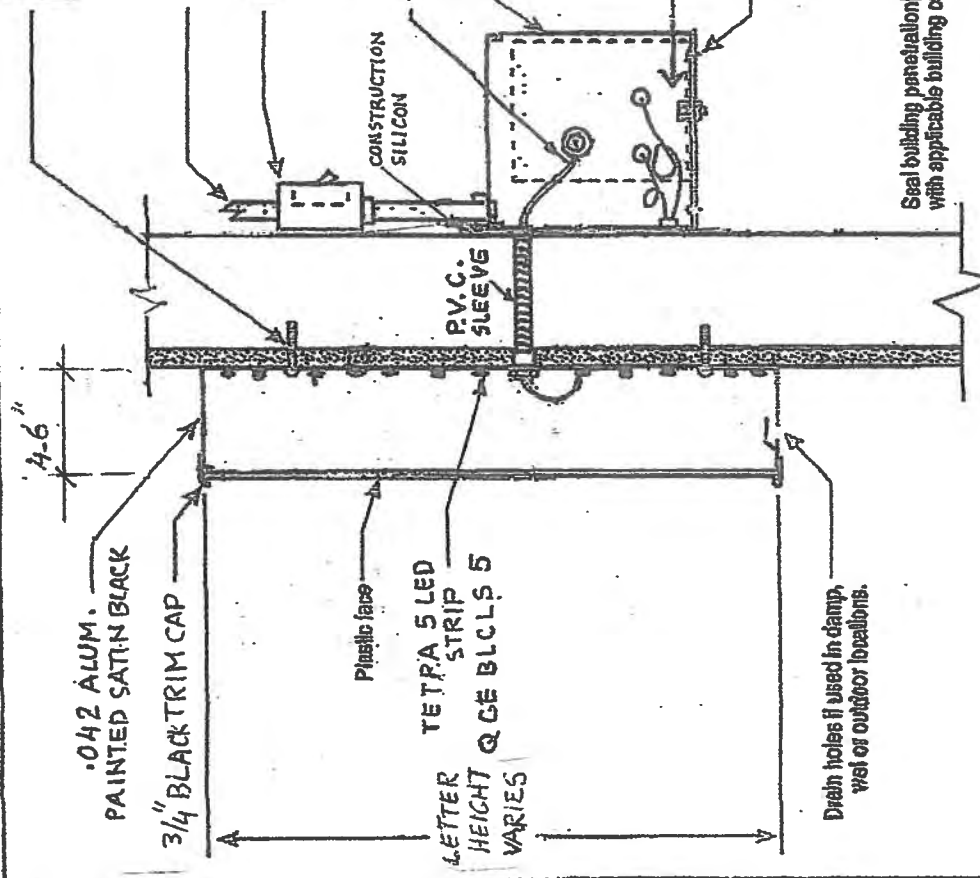


# SOUTH ELEVATION, BUILDING "E"

\* MAX. SIGN AREA

N.W.C. GRAND/BADILLO SHOPPING CENTER COVINA, CALIFORNIA

# 10 x 1/2" SCREW WITH  
PLASTIC ANCHOR (6) P. 127.



.042 ALUM.  
PAINTED SATIN BLACK  
3/4" BLACK TRIM CAP

Plastic face  
TETRA 5 LED  
STRIP  
HEIGHT & Q DE B.C.L.S 5  
LETTER  
HEIGHT VARIES

Drain holes if used in damp,  
wet or outdoor locations.

Primary electrical source  
NEC 690-6.

Listed disconnect switch in primary to  
be within sight (maximum 50 ft.) of sign.  
(Many interpret transformer enclosure  
to be part of sign.)  
NEC 110-3(b), 690-6.

TETRA SUPPLY WIRE  
& GELCOSE 1

Listed sign section (consists of transformer and enclosure)  
suitable for damp, wet or outdoor locations unless  
marked for dry or indoor locations only. Accessible.  
NEC 690-3, 690-5(a)(1)(2), 690-7, 690-8, 690-9(d),  
690-21 & 690-23. Grounded enclosure.  
22 GA. SHEET METAL RACE WAY.

TETRA PS 2 POWER SUPPLY GELCORE  
U/L E 22 1508 6 NA 2

Fasteners as required by local jurisdiction.

Seal building penetrations to comply  
with applicable building code requirements.

VERTICAL SECTION  
TYPICAL

**LISTED**  
by qualified electrical  
testing laboratory  
**ELECTRIC SIGN SECTION**  
NO. XX-123456  
[ ] of [ ]

**Listing marks:**  
Listing mark sign section label shall  
be on each letter and transformer  
enclosure.  
The first blank space identifies the  
number of each sign section. The  
second blank space indicates  
the total number of sign sections.

ILLUMINATED CHANNEL LETTER  
WITH LED LIGHTING

Date:	
Scale None	IAEI Dwg. No. PAGE 19

#10 x 1 1/2" SCREW W/ PLASTIC ANCHOR  
(5) P. LET.

Primary electrical source  
NEC 600-5.

Listed disconnect switch in primary  
to be within sight (maximum 50 ft.) of sign.  
(Many interpret transformer enclosure to  
be part of sign.) NEC 110-3(b), 600-8.

TETRA SUPPLY WIRE  
Q GECL SC 1

Spacings maintained per spacing table.

Listed sign section (consists of transformer and enclosure)  
suitable for damp, wet or outdoor locations unless marked  
for dry or indoor locations only. Applicable NEC 600-3,  
600-5(a)(1)(2), 600-7, 600-8, 600-9(d), 600-21 & 600-23.  
Grounded enclosure.

TETRA PS2 POWER SUPPLY GELCORE  
U.I. E224508 GNA2

Fasteners as required by local jurisdiction.

Seal building penetration(s) to comply  
with applicable building code requirements.

.060 ALUM.  
.090 ALUM.

TETRA 5 LED  
WHITE STRIP  
Q6EBCL5

Letter  
height  
varies

3/16" CLEAR  
LEXAN

LISTED

by qualified electrical  
testing laboratory

ELECTRIC SIGN SECTION

NO. XX-123456

of

Listing marks:

Listing mark sign section label shall  
be on each letter and transformer  
enclosure.

The first blank space identifies the  
number of each sign section. The  
second blank space indicates  
the total number of sign sections.

Installation of signs listed per UL46  
Note: Installation requirements only.  
Manufacturing requirements contained in UL46.

INTERIOR HALO-ILLUMINATED  
(REVERSE CHANNEL) LETTER,  
WITH LED LIGHTING

Date:

IAEI

Scale  
None

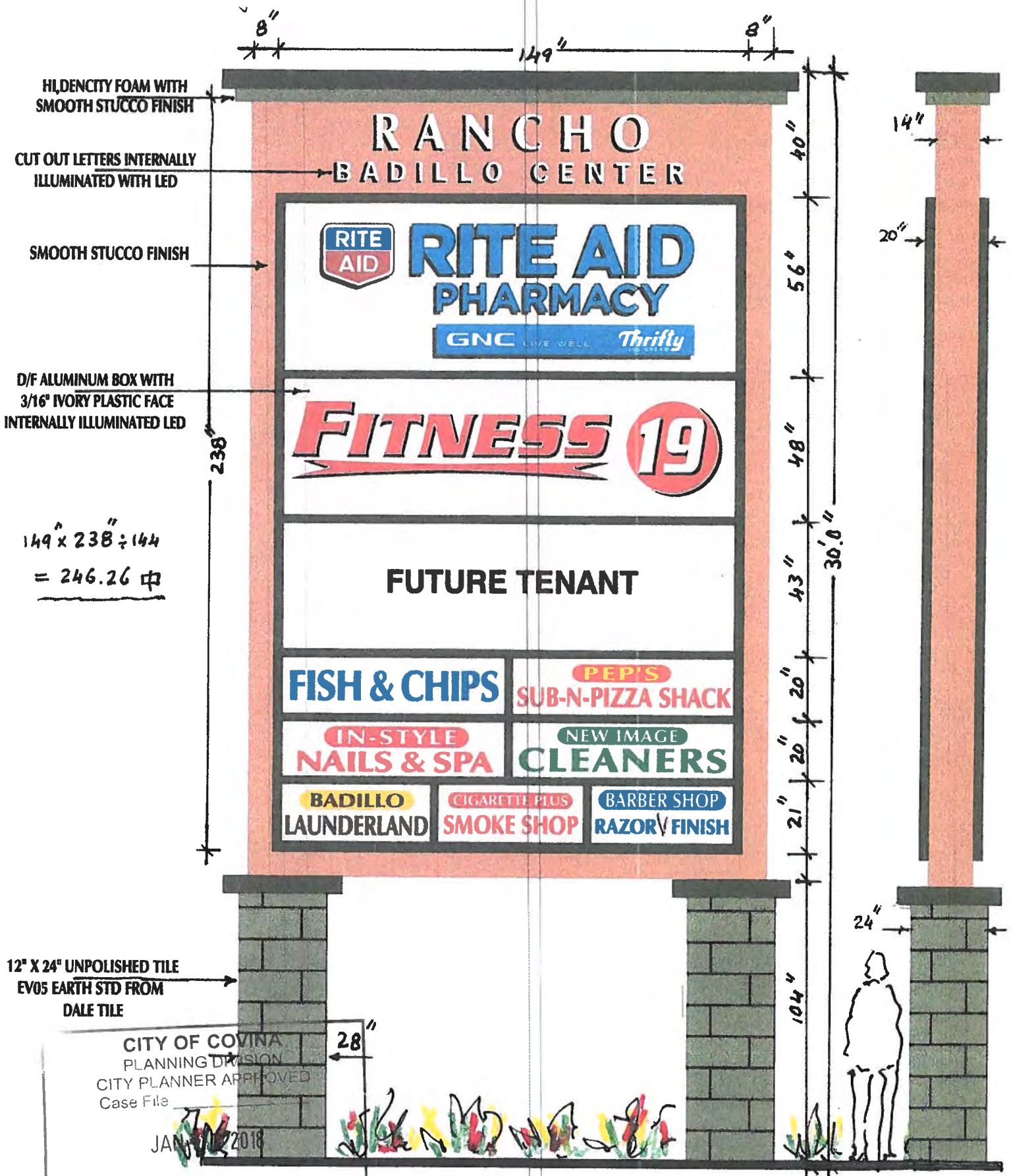
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PAGE 20









12" X 24" UNPOLISHED TILE EV05 EARTH STD FROM DALE TILE

CITY OF COVINA PLANNING DIVISION CITY PLANNER APPROVED Case File

JAN 2018

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