



27354 Parklane Way
Valencia, CA 91354

Planning Division
City of Covina

5PR98-046
AUG 27 1998

120 East 2nd Street
Covina, California 91723
(818) 858-7231

Phone (805) 254-2019
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Terrado Financial Center Sign Program

This Exhibit describes the only allowable (but not required) signage for the various types of users in the Financial Center.

For the purpose of this Exhibit, permanent signs will only be allowed in locations depicted on all site plan drawings for Building A through Building D unless written approval of the Developer is given. In addition to the permanent signs permitted as hereinafter described, temporary advertising banners and signs shall be permitted from time to time subject to the City of Covina and Developer's prior approval. Said temporary signage shall not be displayed for more than fourteen consecutive calendar days nor more than four times per year by any individual tenant. Other miscellaneous storefront signage not exceeding two square feet in area per tenant shall be permitted subject to Developer's approval.

Each tenant must submit three copies of layout and shop drawings to Developer for written approval prior to fabrication. The approved drawing and copy of sign permit (if required by City of Covina) will be required by the building Manager before any installation is permitted. Signs, displays or banners built without approval or contrary to corrections will be altered to conform with these standards at the Lessee's expense or removed at the Lessee's expense.

All signs subject to City standards except where these provisions directly supercede.

All signs require appropriate permits (sign, electrical and building) from City. Three sets of sign plans should be submitted to the City for approval. Said plans will have a signature or stamp of approval by the Developer.

SIGN TYPE "F": (1 PER TENANT)

First Floor Tenant Identification Signs

Permitted users:	First floor tenants of Buildings A, B, C or D per site plans or written approval of the Developer
Size:	27" high x 48" wide x 1" thick
Shape:	Must conform to arched top design per sign plan
Materials & Colors:	Per specifications of sign plan
Number of faces:	2
Type of illumination:	Non-illuminated
Mounting location:	Perpendicular to entry door of of suite, falling in line with all other Type F Tenant Identification Signs

SIGN TYPE "G": (1 ADDRESS PER SUITE)

Suite Identification Numbers

Permitted users: First floor tenants of Buildings A, B, C or D per site plans or written approval of the Developer
Size: 4" high
Materials & Colors: Per specifications of sign plan
Number of faces: 1
Type of illumination: Non-illuminated
Mounting location: Adjacent to entry door of suite, falling in line with all other Type G Suite Identification Signs

SIGN TYPE "H": (3 LISTINGS PER SUITE MAXIMUM PER DIRECTORY)

Listing in Exterior Directories

Permitted users: All tenants
Size: 1/4" high
Materials & Colors: Per specifications of sign plan
Number of faces: 1
Type of illumination: Non-illuminated
Mounting location: Name to be placed under appropriate building letter designation

SIGN TYPE "I":

Primary Monument and Major Tenant Identification Sign

Permitted users: Developer and (3) Developer approved tenants only at any one time
Size: 24" high x 8'-10-1/2" wide — 100 SQ. FT. MAX
Materials & Colors: Per specifications of sign plan
Number of faces: 2
Type of illumination: internally illuminated
Mounting location: Developer to select location of tenant's listing on monument sign, to be given to City in writing

SIGN TYPE "J":

Secondary Monument Signs ONLY IN CURRENT LOCATIONS

Permitted users: Developer
Materials & Colors: Per specifications of sign plan
Number of faces: 1
Type of illumination: Non-illuminated
Mounting location: Per provided site plans

coordinated sign systems

SIGN TYPE "K":

Site Identification Letters

Permitted users:	Developer
Size:	36" high
Materials & Colors:	Per specifications of sign plan
Number of faces:	1
Type of illumination:	Internally illuminated
Mounting location:	Roof facade of Building B, per site identification plans and elevation drawing

SIGN TYPE "L": (1 CAN PER TENANT)

Tenant Can Sign

Permitted users:	First floor tenants of Buildings A, B, C or D per site plans or written approval of the Developer only
Size:	36" high x 12'-0" wide
Materials & Colors:	Per specifications of sign plan
Number of faces:	1
Type of illumination:	Internally illuminated
Mounting location:	Centered between vertical support beams and in line with all other Sign Type L , Tenant Can Signs

SIGN TYPE "M":

Site Identification Letters & Structure

Permitted users:	Developer
Size:	24" high
Materials & Colors:	Per specifications of sign plan
Number of faces:	1
Type of illumination:	Internally illuminated channel letters on engineered structure
Mounting location:	Between Building C and D, per site identification plans and elevation drawing

File



CITY OF COVINA

125 East College Street • Covina, California 91723-2199

Planning Division
(626) 858-7231

October 5, 1998

Mr. Nat Williams
Metro Properties, LLC
3029 Wilshire Boulevard, Suite 202
Santa Monica, CA 90403-2336

SUBJECT: SPR 98-047
Sign Program
Terrado Financial Center, Covina

Dear Mr. Williams:


The City of Covina Community Development Department, Planning Division is pleased to review your request for the sign program at Terrado Financial Center. We can approve a portion of your request subject to the following requirements:

1. The following signs are approved as replacements for existing signage on the premises:
 - a. Sign type F, G, H and K as shown.
 - b. One of sign type I provided it is reduced to not more than 100 square feet of sign area.
 - c. Sign type J so long as the location, quantity, and sign area match the existing signs.
 - d. Sign type L as shown except that the panels must be reduced to not more than 30 inches in height.
2. Sign type M requires a variance from the Planning Commission and cannot be approved by staff.
3. Sign permits are required from the City for all new signs.
4. Three sets of the revised sign program showing these corrections need to be submitted to the Planning Division for final approval.
5. Landscaping and irrigation shall be restored to good condition following this work.
6. Ordinance requirements not herein listed are still applicable.
7. All construction shall conform with City noise ordinances restricting construction prior to 7:00 a.m. and on Sundays and Holidays.
8. All improvements shall be constructed in good workmanlike manner consistent with the standard best practice of the subject trade and in a manner acceptable to the City.

9. The site, landscaping and all improvements shall be maintained in a sound, healthy and attractive condition free of weeds, visible deterioration, graffiti or other conditions which violate the Municipal Code.
10. The City shall have the right of entry to inspect the premises to verify compliance with the conditions of approval and the Covina Municipal Code.
11. - All of the conditions of approval listed herein shall be printed upon the face of and included as part of the final plans and specifications that are submitted during the plan checking functions for which a building permit is issued.
12. The costs and expenses of any code enforcement activities, including, but not limited to, attorneys' fees, caused by applicant's violation of any condition imposed by this Conditional Use Permit or any provision of Covina's Municipal Code shall be paid by the applicant.

If you have any questions, please feel free to call me at (626) 858-7231.

Sincerely,


Hal B. Ledford
City Planner

HBL:jr

cc: Michael Marquez, Community Development Director
Milton Massanet, Building Safety Officer
Shelby Williams, Associate Planner
Debra Fishburn, Coordinated Sign Systems, 27354 Parklane Way, Valencia, CA 91354