

## *City of La Cañada Flintridge*

The following is for information only and other requirements may apply. Check with Planning Department staff or the City's Website [www.lcf.ca.gov](http://www.lcf.ca.gov) click on Municipal Code → Title 11 (Zoning Code) → 11.37 Sign Regulations for more detailed information

### **Introduction**

When doing exterior alterations to Commercial property, Design Commission review is required. The City has 2 types of Design Commission review

- 1- Architectural Review Application for painting, awnings, window changes, and additions to commercial spaces
- 2- Sign Only Applications for new or altered signage

The City also offers a Commercial Property improvement program – this is a City-funded grant program for partial reimbursement for exterior enhancements. See City staff for program requirements and the application.

### **Commercial Signs**

City Ordinance 11.37.040

#### **Permanent Signs - *Must have* Design Commission Review and Approval**

This is a 4-6 week process where the applicant fills out and submits the application with the required application materials. Staff reviews the proposal, prepares a staff report and makes a recommendation at the Design Commission meeting. See the Design Commission Sign Only application for submittal requirements. For further information contact the Planning Department.

**\*Please note that area for permanent wall signs, ground signs and window signs is cumulative\***

#### **o Exterior Wall Signs:**

- |        |  |
|--------|--|
| Size   | Maximum of one square foot per linear foot of street frontage in total.<br>Minimum of at least 15 square feet per tenant is allowed.   |
| Design | Applicants should work with staff with regards to colors, form and acceptable materials. Generally speaking, bright or light colors are discouraged but there are no specific color recommendations. |

#### **o Exterior Ground or Monument Signs:**

- |      |   |
|------|---|
| Size | Maximum Width – eight feet<br>Maximum Area – 30 square feet<br>May be no higher than six feet above grade<br>One sign per 100 feet of street frontage |
|------|---|
- Monument Signs sizes are limited as above whether it is for one tenant or multi-tenants. Tenants in multi-tenant centers should check with property owners for monument space allowance

Before you install any signs or to schedule an appointment, contact the La Cañada City Planning Department at (818)790-8881 M-Th 7am-5pm and Fri 8am-5pm  
For additional information go on line at [www.lacanadaflintridge.com](http://www.lacanadaflintridge.com)

- **Interior Window signs within 3 feet of the window:**
  - Size - Maximum of one square foot per linear foot of street frontage in total
  - Minimum of at least 15 square feet per tenant is allowed
  - Signs placed more than 3 feet inside a window are exempt from review

Temporary Signs – Without Design Commission Review and Approval.

- Civic, Community or Charity flyers are review exempt and are allowed on a temporary basis and shall not exceed 3- thirty (30) day periods in one year. Total sign area shall not exceed eighty (80) square feet per parcel.
- Interior or Exterior Banners or Window Signs (paper, plastic, cardboard, etc.) used to announce the opening of a new business:
  - Size - May be no larger than 150% of the allowable area for permanent signage as specified above.
  - Are only permitted on a temporary basis.
  - Must be removed no later than 30 days after the opening of the business.
- Interior Banner or Window Signs to advertise the sale of merchandise or services:
  - No more than two such signs at any given time are permitted.
  - Signs cannot be displayed for more than 15 days in any given 45-day period annually (time period is calculated from the first day the sign is put up).
  - Shall not exceed 24 sq. ft.
  - Shall not cover more than 25% of window display area.
  - Must be eight feet or less above grade.

Prohibited Signs

- **Electronic Reader Board**
- **Rotating or Moving Signs**
- **Pole Signs**
- **Flags** – Flags of government entities excluded (must not exceed 20 square feet)
- **Pennant Type Flags**
- **Large Balloons (larger than one foot in any dimension)**
- **Bench Signs**
- **Portable and Sandwich Board Signs**
- **Signs placed in the Public Right-of-Way**

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## **Outside Merchandise Displays**

City Ordinance 11.14.030(C)(10)

- Applies to all commercial properties.
- Requires approval by the Director of Community Development through Director's Review (without notice) application. Process takes 4-6 weeks
- Requires submittal of Application including:
  - Site plan shall include the location of lot lines, streets, all structures, parking and vehicular circulation areas, all existing and proposed exterior lighting, and the buildings on neighboring properties.
  - A written description of the proposed display and a schedule
- Should not occupy more than 20 square feet per business.
- Should maintain four feet of sidewalk space.
- May not include packaged or wrapped goods.

## **Storage Containers**

City Ordinance 11.14.020(D)(2)

- Applies to all commercial properties.
- Are only conditionally permitted in association with ongoing construction.
- Approval is limited to one year only.
- Requires a public hearing and approval by the Planning Commission.
- Requires submittal of a Conditional Use Permit application and Site Plan. See application available at the Planning Department for additional submittal requirements. Process may take up to 3-6 months.

## **Commercial Property Improvement Programs**

This is a City-Funded grant for partial reimbursement for exterior enhancements to commercial buildings. See handout at the Planning Department for qualifications and submittal requirements.

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