

**CITY OF TORRANCE**  
**ENVIRONMENTAL COMMISSION**  
**(310) 618-5928**  
**SIGN REVIEW PROCEDURES**

- \* Commission Meets: First Thursday of each month (7:00pm; West Annex)  
(Just west of fountain in front of City Hall)
- \* Deadline for Filing: Second Wednesday of the month (all materials due)
- \* Filing Fee: \$158 (sign case), \$300 (sign program)

**REQUIRED MATERIALS**

NOTE: To be placed on the Commission agenda, the application and all materials must be received by the Environmental Division by the filing deadline.

1. \_\_\_\_\_ Completed Sign Permit Application, signed by the OWNER OF THE PROPERTY
2. \_\_\_\_\_ Minimum of three (3) color slides showing:
  - A. All building elevations
  - B. Proposed sign locations
  - C. Parcel as viewed by traffic from all directions
3. \_\_\_\_\_ One (1) full color plan showing all copy and background color, and all dimensions. Plans and copy must be drawn to scale on at least a 18'x24" paper.

**The following must be on 8 1/2" X11" paper, with twenty-five (25) collated copies.**

4. \_\_\_\_\_ Plot plan drawn to scale showing dimensions of parcel, location of building(s), all existing and proposed signs, and distance of building(s) and sign(s) from property lines.
5. \_\_\_\_\_ Black and white plan (or blueprint) showing copy and dimensions of all proposed sign(s).

**NOTE: Building elevations and sign locations/size must be drawn to scale.**

**The proponent and representative will receive agenda materials approximately one week before Commission meeting. A REPRESENTATIVE AUTHORIZED TO MAKE DECISIONS FOR THE PROPONENT AND THE PROPERTY OWNER MUST BE PRESENT AT THE MEETING.**

**A Building and Safety Sign permit is required for any sign, re-face, installation, etc.**

**Please provide the following information:**

Business Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Applicant Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Property Owner: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Sign Company: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
(Contact person) \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**Sign Request:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List All Existing Signs on Property:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List All Existing Signs To Be Removed:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_