

City of Long Beach Planning Commission

Sign Design Review Checklist

Please complete this sign checklist to ensure all relevant information is provided to the Planning Commission and City Council. This Checklist is required to be submitted with detailed drawings for your proposed sign. Without this checklist and attached drawing the Planning Commission and City Council may be unable to approve your project.

Applicant: _____

Name: _____

Mailing Address _____

Phone No. _____

Sign Text: _____

Type of Business _____

Please provide the following information and attach a drawing of the sign.

(a) Zoning District of sign. _____

(b) Address/location of building that sign is associated with. _____

(c) Type of Sign (circle). Wall sign, flag sign, freestanding sign, monument sign, reader-board sign, multiple tenant sign.

(d) Location of Sign on property and/or building. _____

(e) Height of Sign above ground. _____

(f) Type of characters, lettering, and numbering or is the Sign commercially made. _____

(g) Sign Materials. _____

(h) Sign square footage, if more than one sign, add all signs up (measure outside of frame). _____

(i) Does the sign have external Lighting? _____