

Prior to installation for a sign, Planning Division approval must be obtained through this sign permit application. Signage plans will be reviewed for compliance with [Cudahy Municipal Code Chapter 20.72](#). After Planning Division approval, most signage will then have to be submitted to the Building & Safety Division for permits.

THIS FORM IS TO REQUEST PLANNING DIVISION APPROVAL OF PROPOSED SIGNAGE. THIS FORM DOES NOT RESULT IN ISSUANCE OF ANY BUILDING PERMITS.

Permanent Sign Permit Application Check List: *(The following is considered the minimum requirements to submit a Permanent Sign Permit application, additional information and fees may be required/requested.)*

- ☐ Complete Permanent Sign Permit Application
- ☐ Application Fees (Sign Permit Fees: \$178.00 per sign *(other fees apply as applicable e.g., Building Permit Fees)*)
- ☐ Three copies of Sign proposal, Site Plan, Building Elevations, and Method of attachment *(Please see page 4 for more details)*
- ☐ The endorsement of either the owner of the site or an authorized representative of the owner

PROHIBITED SIGNS:	EXEMPT SIGNS: <i>(signs allowed without a permit in any zone)</i>
- Signs painted directly on an exterior wall, fence, freestanding sign face, parapet, or fascia (excluding murals/paintings). - Signs which are hazards to pedestrians or motorists or in any other way pose a threat to public safety. - Billboards - Signs that display “obscene matter” - Inflatable signs, banners, and pennants, except as provided in CMC 20.72.070. - Animated signs that rotate, move, glare, flash, change, reflect, blink, or appear to do so. - Signs on public property, except when authorized by the appropriate public agency. - Portable signs and A-frame signs. - Roof signs - There shall be no additions, tag signs, display boards, appurtenances, or cutouts added to a sign as originally approved except as permitted by the director of community development. Any such unauthorized addition shall be deemed a violation. (Ord. 690 § 4 (Exh. A), 2018).	- Governmental or other legally authorized posters, notices, or signs. - Traffic, directional, warning, or informational signs, or advertising structures required or authorized by a public body. - Permanent memorial or historical signs, plaques, or markers erected with the authorization of a public entity. - One building directory sign of up to 10 square feet for multiple occupancy building. The sign shall be mounted flat on a wall near the primary entrance to the building. - National, state, or municipal flags when displayed in compliance with the flag code (36. U.S.C. 173 et seq.). - Signs erected for the purpose of advertising a property for sale, rent, or lease. <i>Only one such sign shall be displayed per street frontage of the property. No such signs shall exceed 10 square feet in sign area and any such sign shall be placed at least five feet from any property line.</i> - Window signs subject to restrictions in CMC 20.72.070. - Street numbers identifying the address of residence or building are permitted, provided that the sign area shall not exceed two square feet, including those painted on the curbs.

SIGN REGULATIONS IN COMMERCIAL, INDUSTRIAL, AND MIXED-USE ZONES				
Sign Type:	Maximum Number:	Maximum Sign Area:	Maximum Height:	Notes:
Wall	1 or more	1.5 sf of sign area per linear foot of primary building frontage for each tenant	May not be located on any story except first and top stories	- Signs may be mounted on the side or rear elevation of a building, but such signs shall not exceed 1 sf of sign area per linear foot of primary building frontage. - For commercial buildings of three or more stories and for occupancies with an unusually small proportion of building frontage to square footage, the director of Community Development may approve larger sign area if the additional sign area is necessary for identification of signs. - No signs shall be permitted on any elevation of a building that is adjacent to residentially zoned or occupied property which is not separated by a street or substantial parking area. - Signs in industrial zones may not exceed 100 sf in size. - The measurement of sign area shall include the background and the copy of any sign face or cabinet.
Monument (freestanding)	1 per street frontage	Based on frontage on public street: Less than 100 feet: 32 sf 100 – 500 feet: 40 sf Over 500 feet: 60 sf	Based on frontage on public street: Less than 100 feet: 6 feet 100 – 500 feet: 12 feet Over 500 feet: 18 feet	- If an office building or an integrated shopping complex comprised of five or more stores has frontage on two or more commercial streets, two monument signs are permitted, provided the premises has at least 100 lineal feet of frontage on each street and the two signs are not located on the same street. - The measurement of sign area shall include the background and the copy of any sign face or cabinet. - No portion of any freestanding sign shall project into or over a public right-of-way. The nearest part of the sign shall be located at least 10 feet from any property line or any right-of-way.
Other freestanding signs				See master sign program, CMC 20.72.040 (C) (2)

Please complete this application thoroughly and attach all required documentation.

Should you have any questions, contact the Planning Division

at (323) 773-5143 or planning@cityofcudahyca.gov.

GENERAL INFORMATION:

Business Name: _____ Business License No.: _____

Site Address: _____

Assessor's Parcel Number(s): _____

Applicants Name: _____ Phone Number: _____

Mailing Address: _____ Email: _____

Property Owner/Authorized Agent: _____ Phone Number: _____

Mailing Address: _____ Email: _____

PROPOSED SIGN(S):

Type of Sign (Ex. Wall-affixed, Monument, Awning etc.)	Length	Square Feet	Height	Illuminated
		sq. ft.	Ft.	☐ YES ☐ NO
		sq. ft.	Ft.	☐ YES ☐ NO
		sq. ft.	Ft.	☐ YES ☐ NO
		sq. ft.	Ft.	☐ YES ☐ NO
Total Square Footage of Signage:				
Valuation:		\$		
Building/Property Frontage:				

ALL APPLICATIONS SHALL BE SUBMITTED WITH (3) COPIES OF THE SIGN PROPOSAL SHOWING:

☐ Proposed Sign Details:

- Square Footage of proposed sign(s)
- Materials of proposed sign(s)
- Colors (Background and letter colors)
- Dimension of proposed sign(s)
- Dimension of letters (height, width, and depth)
- Type of illumination (if applicable)

☐ Building Elevations:

- All building dimensions.
- Length of the tenant space(s) (if applicable)
- Scale or indicate no scale.
- Location of proposed signage, dimensioned, on all building elevations (front, side(s), and rear)

☐ Site Plan Details

- Property lines and dimensions
- Existing Structures
- Sidewalks and private walkways
- Planter areas and parking spaces
- Scale or indicate not to scale and north arrow.
- Include address, streets, suite numbers.
- Location of tenant space
- Location of proposed sign(s)

☐ Method of Attachment

- Provide a detailed schematic illustrating the method of attachment for all proposed signage.

PROPERTY OWNER ENDORSEMENT

Must be read, filled in, and signed by the owner of the property or authorized agent.

_____ (owner/authorized agent) hereby grants full permission and approval for
_____ (applicant) to install the proposed sign(s) listed in this application.

Additionally, I agree to not hold the City of Cudahy responsible for any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising from the City's approval of this sign permit.

Signature of owner or person authorized

Date

Applicant Signature

Date

STAFF USE ONLY

Reviewed By: _____

☐ Approved

☐ Denied

Sign Permit Application No: _____

Date/Time Received: _____ Received by: _____ Fee Received & Receipt Number: _____