

CITY OF LOS ANGELES
DEPARTMENT OF BUILDING AND SAFETY

**REQUIREMENTS FOR SIGN APPEALS TO THE BOARD OF
BUILDING AND SAFETY COMMISSIONERS**

Pursuant to LAMC Section 91.6204.3.3, an application for a significant modification of the sign regulations shall be considered by the Board of Building Safety Commissioners after the following items have been submitted to the Commission Office:

1. A statement of the special and individual reason that makes complying with the letter of the Code provision impractical.
2. Six statements showing how the modification requested is in conformity with the spirit and purpose of this Chapter by individually addressing each objective of the sign Code enumerated in Section 91.6201.2 of the Building Code. (ATTACHMENT 1)

Note: The statements addressing each of the six objectives, shall not merely restate the request, but must describe **how** the proposed sign satisfies each objective.

3. A plot plan that shows the location of the sign relative to buildings and property lines.
4. Elevations and plans of the sign or any other information to clearly illustrate the nature of the request.
5. **A 300-foot radius map** which identifies the property upon which the sign will be installed, and correlates each property within the 300-foot radius of the extreme perimeter of the subject property with a list of property owners. (ATTACHMENT 2)
6. **A current listing of property owners and two (2) sets of gummed labels**, of all the properties within the 300-foot radius.

Note: The list must be obtained from the records of the City Clerk for properties within the City or in the records of the County Assessor for those properties outside the City. A list from the applicable office(s) must be submitted with the application.

7. A signed certification attesting to the accuracy of the information provided in above items No. 5 and No.6 (ATTACHMENT 3).
8. Appropriate appeal fees per Section 98.0403.2(b) of the Building Code.

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ATTACHMENT 1

BASIS FOR GRANTING A SIGNIFICANT MODIFICATION

6 FINDINGS*

The requested modification is in conformity with the following six objectives set forth in Section 91.6201.2 of the sign regulations:

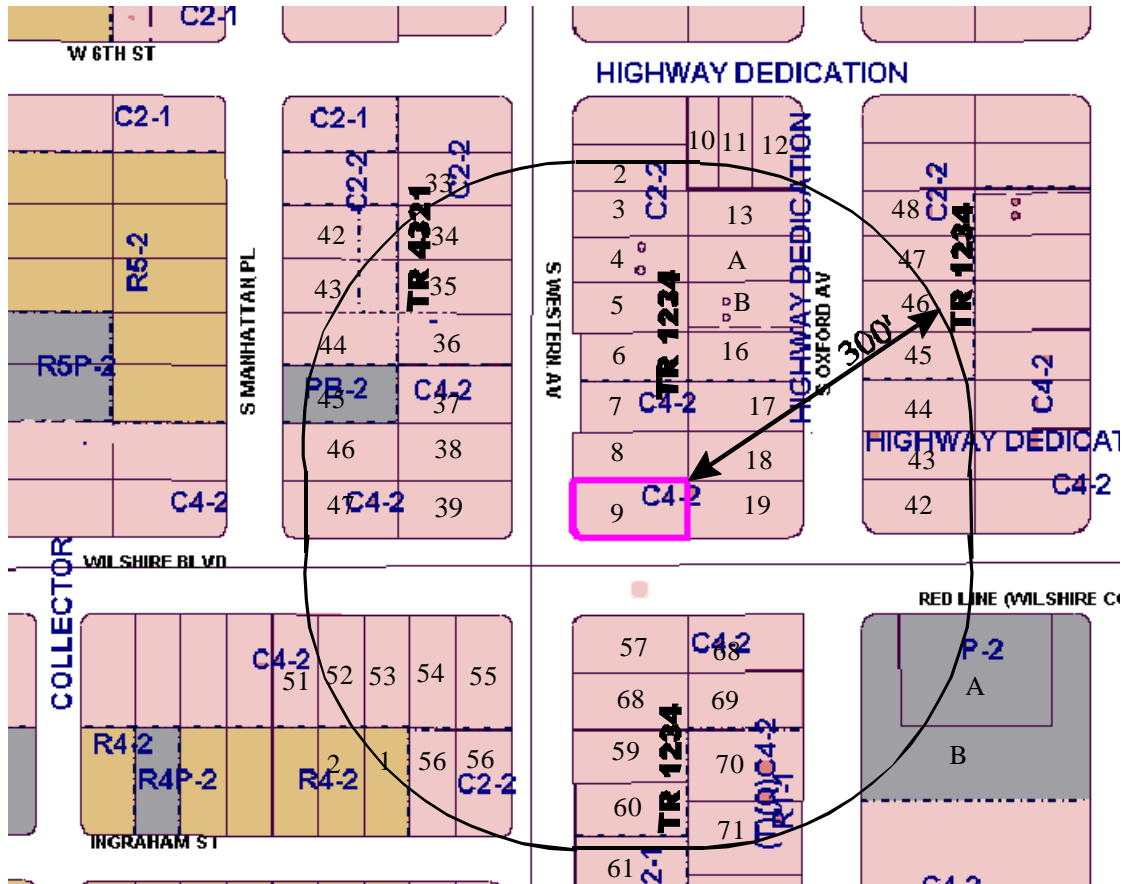
1. That the design, construction, installation, repair and maintenance of signs will not interfere with traffic safety or otherwise endanger public safety.
2. That the regulations will provide reasonable protection to the visual environment while providing adequate conditions for meeting sign users' needs.
3. That incompatibility between signs and their surroundings will be reduced.
4. That both the public and the sign users will benefit from signs having improved legibility, readability and visibility.
5. That consideration will be given to equalizing the opportunity for messages to be displayed.
6. That adequacy of message opportunity will be available to sign users without dominating the visual appearance of the area.

* These six findings are required in addition to a statement of the special and individual reason that makes complying with the letter of the Code provision impractical.

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ATTACHMENT 2

300 FEET RADIUS MAP SAMPLE



RADIUS MAP: Identifies all the properties within 300 feet of the property containing the proposed sign.

TWO SETS OF LABELS: Labels must contain the current owner's name and mailing address of each lot within the area circumscribed by the 300' radius. Labels must be cross-referenced to the radius map so the owner of each lot can be identified in relationship to the map.

