



THOMAS GORHAM  
Deputy Community  
Development Director

# Culver CITY

PLANNING DIVISION

(310) 253-5710  
FAX (310) 253-5721

9770 CULVER BOULEVARD, CULVER CITY, CALIFORNIA 90232-0507

## SAMPLE AND GUIDELINES TO PREPARE A MULTIPLE BUSINESS SIGN PROGRAM (MBSP)

- Date:** \_\_\_\_\_
- From:** Name and address of the property owner
- Subject:** Multiple Business Sign Program (MBSP)
- Location:** Address (es) of property (ies)

This Multiple Business Sign Program (MBSP) is for the development located at the above address (es). The site is currently occupied by the following tenants:

1. Name, address and suite number of tenant #1;
2. Name, address and suite number of tenant #2; and
3. ....

### ***I. PURPOSE***

As outlined in Section 17.330.050. D. *Comprehensive Sign Programs* of the Culver City Municipal Code (CCMC), the purpose of this MBSP is to achieve design compatibility amongst all signs displayed on a single ownership parcel that is occupied by two or more separate businesses.

The submittal of a MBSP shall be required for each multi-tenant development that is occupied by two or more separate businesses at the time the first new permanent sign or first modification to an existing permanent sign on the premises is proposed, except that a MBSP is not required for a project with an approved master sign program.

## ***II. RESPONSIBILITY***

A MBSP shall be submitted by or with the written consent of the property owner or master leaser. The written consent shall authorize the tenant/contractor to process the MBSP.

Once a MBSP is approved, the property owner/master leaser is responsible for the following:

1. Notifying future businesses of the MBSP criteria;
2. Informing existing businesses that wish to modify their signage of the MBSP criteria;
3. Assuring conformity of all future signage with the MBSP; and
4. Reviewing sign plans for consistency with the MBSP and approving them prior to submittal to the City for sign and building permits.

## ***III. PROCESS***

All temporary and permanent signs require Culver City review and approval prior to installation. Tenants wishing to apply for a new sign or change an existing sign must design and provide sign plans that conform to this MBSP.

No modification shall be made to this MBSP without prior approval by the Culver City Planning Division.

Every business operator moving into the building must consult with the Culver City Planning Division prior to installing any sign.

Only the types of signs allowed by the regulations of CCMC Chapter 17.330 - Signs shall be approved under a MBSP.

The Director shall approve, conditionally approve or disapprove any application for a MBSP.

## ***IV. SIGN TYPES***

*(pick the type of signs you want allowed on your building and specifications for each type of sign such as material, color, max height, etc.)*

The following signs are permitted as part of this MBSP at locations and configurations as designated below and shown on the attached

*Updated 9/12/06*

*[http://swami2/comdev/planning/deptonly/Shared Documents/Templates/Forms - Applications and Templates \(need to sort through\)/MBSP Template\\_091206.doc](http://swami2/comdev/planning/deptonly/Shared Documents/Templates/Forms - Applications and Templates (need to sort through)/MBSP Template_091206.doc)*

drawing(s) (Attach scaled and dimensioned site plan, floor plans, elevations, color chart, etc. and sign details):

**A. FREE-STANDING SIGNS**

Type:	Letter Style:
Material:	Maximum Sign area in sq ft:
Color:	Maximum Sign height in ft:
Illumination:	Location:
Quantity:	
Other details:	

**B. WALL SIGNS**

Type:	Letter Style:
Material:	Maximum Sign area in sq ft:
Color:	Maximum Sign height in ft:
Illumination:	Location:
Quantity:	
Other details:	

Use the template above as necessary for the following types of signs. See Culver City Municipal Code Section 17.330, Table 3-5 for allowed type of signs.

**C. WINDOW SIGNS**

**D. CANOPY SIGNS**

**E. CORPORATE FLAG SIGNS**

**F. TEMPORARY BANNER SIGNS**

**V. ADDITIONAL REGULATIONS**

A. Placement. A wall sign shall be placed on the portions of exterior building walls that correspond with the interior location of the business to which the sign pertains.

B. Horizontal separation. Walls signs on the same wall segment for horizontally adjacent (side-by-side) businesses shall have a minimum four foot horizontal separation.

C. Vertical separation. Wall signs on the same wall segment for vertically adjacent businesses (a business located above another business) within the same building shall have a minimum two foot vertical separation.

Approved by Landlord/Property Owner:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name Landlord/Property Owner

\_\_\_\_\_  
Phone Number

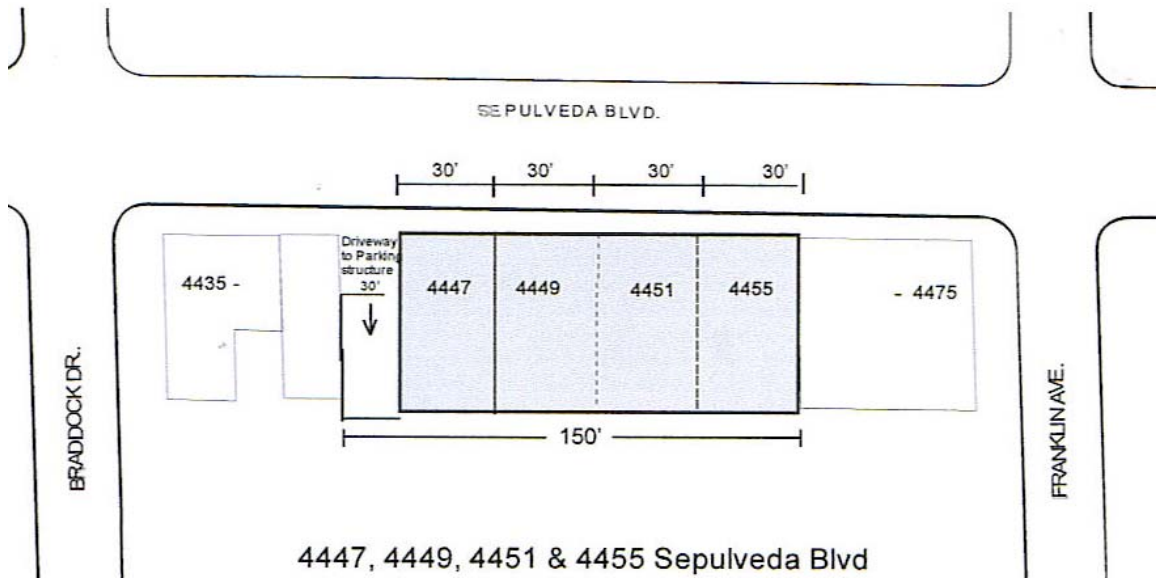
\_\_\_\_\_  
Address

**\* Note: Approval of MBSP is not approval for specific signs. Following approval of this MBSP, submit a completed sign permit application and provide any supplemental materials to the Planning Division for approval prior to applying for Building and Safety Division permits.**

Attachments:

- Scaled Site Plan
- Existing Conditions and Photo-Simulation of all Proposed Signage for all tenants
- Dimensioned Color Elevation(s)

**Example: Scaled Site Plan** (include a north arrow and scale)



Example: Existing Conditions and Photo-Simulation of Proposed Type of signage allowed by MBSP



MASTER SIGN PROGRAM

Updated 9/12/06

[http://swami2/comdev/planning/deptonly/Shared Documents/Templates/Forms - Applications and Templates \(need to sort through\)/MBSP Template\\_091206.doc](http://swami2/comdev/planning/deptonly/Shared Documents/Templates/Forms - Applications and Templates (need to sort through)/MBSP Template_091206.doc)