



## *Applicant's Guide to Submitting a* **MINOR PLANNED SIGN PROGRAM APPLICATION**

### **PURPOSE:**

A MINOR PLANNED SIGN PROGRAM (MPSP) is a coordinated program of one or more signs for a project site. The purpose of a MPSP is to assure compatibility between certain signs proposed for a project site, and to check for consistency with the general sign requirements. A MPSP is intended to address placement, color, style, lighting, aesthetics and functional quality.

MPSP applications are subject to the review and approval of the City's Director of Development Services and the provisions of Lake Forest Municipal Code Sec. 9.164.055. Decisions on MPSP applications rendered by the Director may be appealed to the Planning Commission. Any appeals must be filed within 15 days of the date the decision was rendered.

### **APPLICABILITY:**

A Minor Planned Sign Program is required for any and all of the following:

1. Community/neighborhood project identification;
2. Apartment complex identification;
3. Movie theater marquee and changeable copy signs;
4. Murals or any permanent painted sign;
5. Freeway-oriented signs (individual);
6. Automobile dealership temporary promotional signage; and
7. Minor (as determined by the Director of Community Development) amendments to an existing Planned Sign Program.

### **APPLICATION FILING:**

MPSP applications may be submitted to the Community Development Department Monday, Tuesday and Thursday 8:00 a.m. to 6:00 p.m., Wednesday 8:00 a.m. to 11:45 a.m., and Friday 8:00 a.m. to 5:00 p.m. The Community Development counter is closed for lunch between 11:45 a.m. and 1:00 p.m. For additional information on filing a MPSP application, please contact the Community Development Department at (949) 461-3535.

## APPLICATION SUBMITTAL REQUIREMENTS:

The following information is required at time of submittal:

1. Completed Minor Planned Sign Program (MPSP) application (including property owner authorization).
2. Application Processing Deposit (Administrative Review): **\$540**. Check payable to: **City of Lake Forest** (per fee schedule established by City Council Resolution No. 2024-11). The fee for application processing is based on the actual cost (staff time and resources). If the cost of processing the application is less than the submitted deposit, the balance will be refunded when the project is finalized. Should the cost of processing the application exceed the deposit, additional funds will be required from the applicant.
3. Notice of Exemption Administrative Filing Fee: **\$50**; Check Payable to: **Orange County Clerk-Recorder**. This filing fee is applicable to projects deemed exempt (by the City) from the provisions of the California Environmental Quality Act (CEQA).
4. Five (5) sets of project plans and one electronic copy in .pdf format on a flash drive. At a minimum, the MPSP shall include the following information:
  - a. Vicinity Map
  - b. Site Plan depicting the location of all proposed (including existing-to-remain) signs, property lines; buildings, tenant demising walls; parking areas and adjacent streets.
  - c. Building Elevations (and/or photo simulations) depicting proposed signs.
  - d. Sign Details (sign type, method of illumination, colors, materials, etc.).
  - e. Dimensions of: (1) building(s); (2) individual tenant space widths; (3) proposed signs.
  - f. For freestanding sign(s): indicate (1) topography at location of proposed sign(s); (2) distance between proposed sign(s) and adjacent property line(s), planter curbs, driveways, sidewalks, other proposed and existing-to-remain freestanding signs, and other existing or proposed improvements; (3) landscaping (type, size, quantities, dimensions) at base of sign (if applicable).
5. A detailed, written project narrative describing the proposed sign(s). The written narrative should include a description of the project, use, square-footage, business type, lot size, etc.
6. Homeowners and Business Association approval letter (if applicable).
7. Photographs of all existing signs on the property.