

Channel
Lit

GRAND CREEK PLAZA

TENANT SIGNAGE CRITERIA MANUAL



City of West Covina
Planning Department

Approved Sign Criteria
for Grand Creek Plaza

Signature: *Ron Li* Date: 3/30/16

LANDLORD CONTACT INFORMATION:
BH PROPERTIES
11111 SANTA MONICA BLVD., SUITE 600
LOS ANGELES, CA 90025
ED SCIOMMERI
TEL: (310) 820-8888
ed.sciommeri@bhproperties.com

TENANT SIGNAGE CRITERIA MANUAL

Table of contents.....1

Introduction.....2

Purpose.....2

General Requirements.....2

Signage3

 Channel Lit with acrylic lettering backlit with LED lights.....3

 Acceptable colors.....3-4

 Prohibited signs4

 Unacceptable colors.....4

National Registered Logos4

Window signs4

Sign Specifications.....4-5

 Format and proportion.....5

 General sign graphic design.....5

 Prohibited fabrication methods.....5

 Promotional events and grand openings.....5

 Special considerations.....5

Exhibit A – Site Plan.....6

Exhibit B – Elevations BLDG A & B.....7

Exhibit C – Elevations BLDG C.....8

Exhibit D – Channel Lit sign & letter details.....9

TENANT SIGNAGE CRITERIA MANUAL

INTRODUCTION

This Criteria is developed to aid Tenants in the development of a sign design that complements the general goal of the visual presentation of the buildings.

The following standards are intended to set out a comprehensive program for signage. Questions regarding these standards may be addressed to the Landlord or The City of West Covina Planning Department.

Compliance with the Sign Criteria shall be rigorously enforced and any installed unapproved, non-conforming signs shall be removed by the applicable Tenant at his expense, upon demand by the Landlord and/or City of West Covina. Existing signs, that were approved by the Landlord and the City of West Covina and have been installed, shall be considered conforming.

PURPOSE

The Purpose of these sign criteria is to provide the guidelines necessary for the design and installation of signage at **Grand Creek Plaza, 100-150 N. Grand Ave., West Covina, CA**. This will be the primary aide to achieve a coherent and tasteful sign design that conforms to all city and state code compliances.

GENERAL REQUIREMENTS

1. Tenant's Sign Contractor shall have a valid C-45 license and insured for the total aggregate of \$1,000,000.00 (One Million Dollars) and provide proof of naming Landlord as additionally insured. All signs and their installation must comply with all zoning, building, and electrical codes.
2. All proposed sign design solutions must be submitted to the Landlords Representative prior to the application of any permits from The City of West Covina Planning Department and Building and Safety Department. Submittals must sufficiently illustrate all the components of the design solution in plan, elevation, and site plan. Sign design should be shown in scale either drawn or superimposed on a digital photo to clarify the intended location.
3. Additionally submittals must include material types, thickness, finish, colors, and dimensions. All connection details and anchoring should be described on a plan as well. This shall include all weatherproofing details if needed.
4. No sign shall be installed in the shopping center without the written approval of the Landlord. The Tenant shall submit the sign drawing approved by the Landlord to the appropriate City Authority for the Sign Criteria and applicable code compliance approval prior to the start of any sign construction or installation.
5. The tenant shall pay for all signs, their installation and maintenance unless otherwise specified in writing.
6. The tenant shall obtain all necessary permits.

TENANT SIGNAGE CRITERIA MANUAL

7. Each tenant shall submit to the Landlord for written approval, three (3) copies of the detailed shop drawings of his proposed sign, indicating conformance with the Sign Criteria therein outlined.
8. The Tenant shall be responsible for all requirements of the Sign Criteria.
9. The Landlord shall provide primary electrical service to each sign.
10. It is the responsibility of the Tenant's sign company to verify all conduit, power, and transformer locations prior to fabrication and installation.
11. New signs shall be re-installed on the same façade area as they were originally removed. Alternate locations will need to be approved by both the Landlord and the City of West Covina prior to fabrication and installation.
12. One sign space shall be allowed for each Tenant within the allotted size and space approved in the Sign Criteria.
13. Any sign which varies from the Sign Criteria must first be approved by the Landlord and the City of West Covina prior to fabrication and installation.

SIGNAGE

All Signage should address both a communicative function of a sign and its aesthetic integration with the overall architectural design and concept.

1. Acrylic Channel Lit with LED back lighting
 - Colors that are indigenous to the sign materials include finished metals (ex: brushed stainless steel, brushed chrome, oiled bronze, polished stainless steel) are encouraged.
 - All signs shall be mounted to the building on an aluminum raceway that has been painted to match the façade color. Raceway shall be: (no more than 5" in depth and no more than 10" in height)
 - All sign letters shall conform to (Exhibit D and Exhibit E) and shall have a 3/16" acrylic face as outlined in this Sign Criteria.
 - All letters shall have a depth of no more than 5".
 - Letters shall be no more than 30" in height and shall not be less than 12" in height.
 - Sign length shall not exceed **80%** of the leased store frontage width.
 - Sign area shall not exceed three (3) square feet of sign area per each linear foot for each elevation facing a public right of way or parking lot, unless otherwise restricted by the signage ordinance for the City of West Covina.
 - All letters shall be affixed to a dark bronze or black aluminum skin. The letters shall be 3/16" thick color acrylic faces.
 - All letters shall be internally lit by 12 volt LED lighting. (Exhibit B)
 - Sign separation shall be a minimum of 48" except for tower noted on (Exhibit B and Exhibit C). Those signs shall maintain a minimum of 24" of separation and shall maintain a minimum of 24" of clearance from the end of the façade on each side.
 - Signs shall be centered on the building façade horizontally and the height shall be noted on (Exhibit D)
 - No exposed conduits, conductors, transformers, etc. shall be permitted. All connections and fasteners must be installed in raceway as not to be visible.

TENANT SIGNAGE CRITERIA MANUAL

- Preferred acrylic letter colors are to be red, white, orange, yellow and blue. Logos and registered trademarks are permitted as long as documentation has been provided and the signage falls within this Signage Criteria.
- No more than ONE row of letters shall be permitted, provided that maximum total height does not exceed the maximum height established for the “Net Sign Area” of 24” on this Signage Criteria.
- See (Exhibit D) for Channel Lit Signage Specifications

2. Prohibited Signs

- Any form of moving sign
- Noise emitting signage
- Neon Signage
- Flashing signs
- Hazardous signs
- Immoral or unlawful signs
- Inflatable and mylar balloons
- Distasteful colors that clash with the general color scheme of the building design. Day Glo colors that compete against each other.
- Portable trailer type signage
- Roof mounted signage
- Any signage ground mounted or free standing in front or besides retail spaces and/or landscaping areas and park ways.
- Additional waste receptacles and miscellaneous tables, seating, umbrellas, potted plants or graphic structures not part of the original building plan except as approved by The City of West Covina Planning Department and Landlord.

TENANTS’ NATIONAL REGISTERED LOGOS

- These signs will be used in conjunction with the Sign Criteria and shall be permitted with proof of documents.

WINDOW SIGNS

- Permanent and temporary window sign graphics shall not occupy more than 40% of the total area of the window. Permanent window signs may include vinyl graphics and lettering applied to the surface of the glass.

SIGN SPECIFICATIONS

1. Format and Proportions for signs
 - 1’ – 6” x 6’ or 3 square feet per linear foot of tenant frontage (City of West Covina Planning Department Requirement)

TENANT SIGNAGE CRITERIA MANUAL

2. General Sign Graphic Design
 - Tenants are encouraged to use standard typefaces for signage; however Tenants may use any typeface if approved.
 - Custom logo-type or logo on their sign should be within the net sign area and shall not exceed 25% of the total sign area
 - All materials should complement the architectural materials of the building
 - Dimensional letters should be attached to the raceway or mounting not to exceed 6" to 8" of protrusion from the face of the building

3. Prohibited Fabrication methods and materials
 - Cast letters in plaster of paris, paper mache, paper or cardboard or any non-durable material that may not withstand the exterior elements
 - Exposed neon tubing
 - Exposed conduits, tubing, conductors, transformers, or related equipment for self-lit signs.

4. Promotional Events and Grand Opening signs
 - All promotional event signs, such as window signs and banners, and other temporary signs, will be subject the Landlords and The City of West Covina Planning Department approval.

5. Special Consideration
 - If a tenant occupies a corner location of the building and has public entry/exit doors on each side of the two facades, each of the two facades qualifies as a sign face.
 - Lessee shall remove all signs 15 days upon surrender of the premises and shall repair any wall damages.

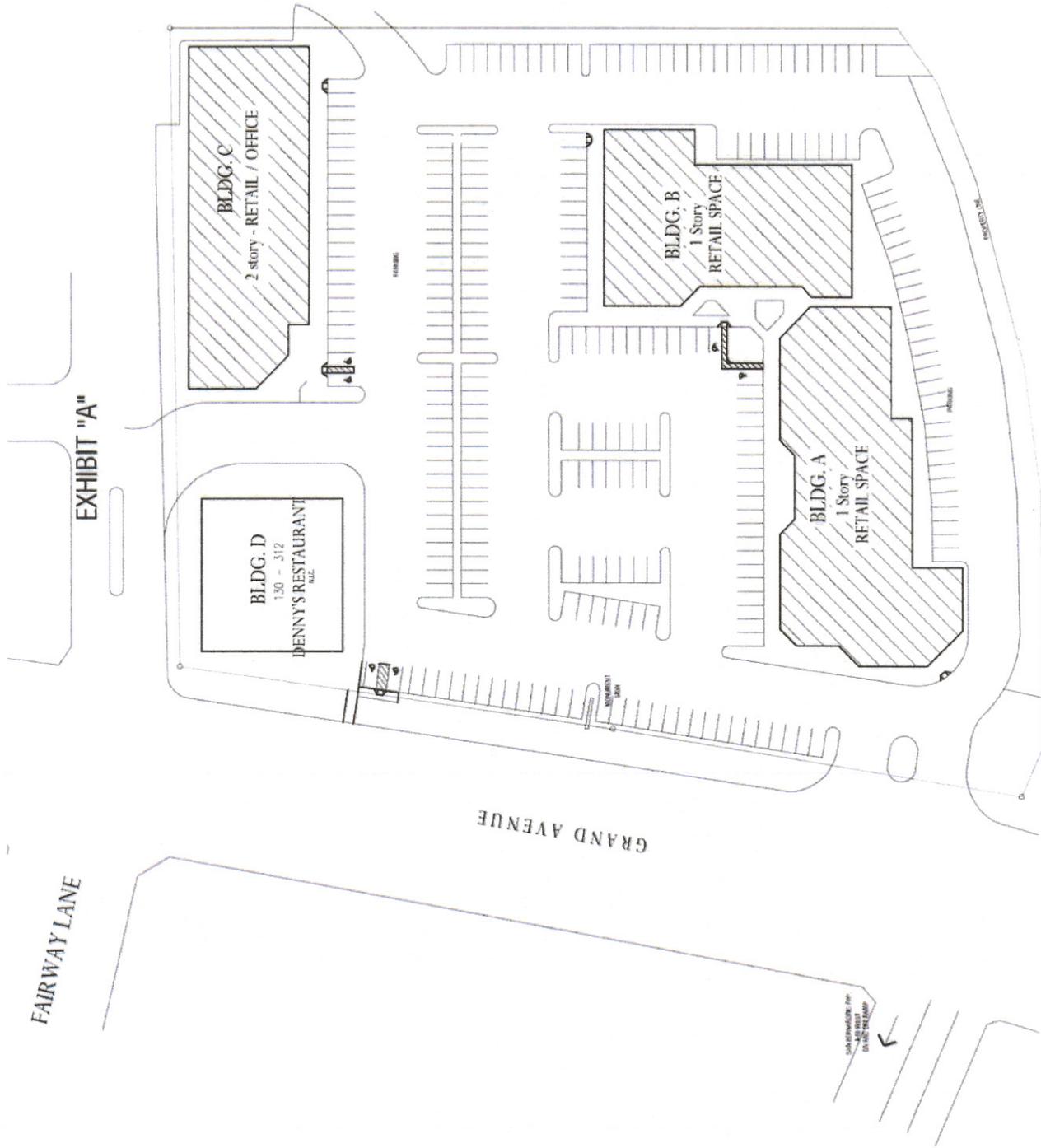
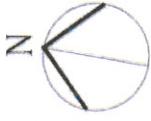


EXHIBIT "A"

GRAND CREEK PLAZA

TENANT SINGE CRITERIA MANUAL

SITE PLAN

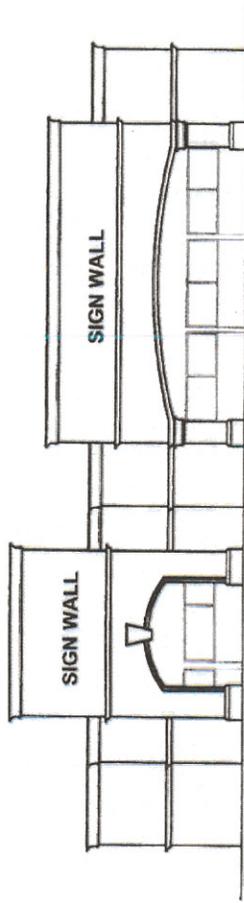
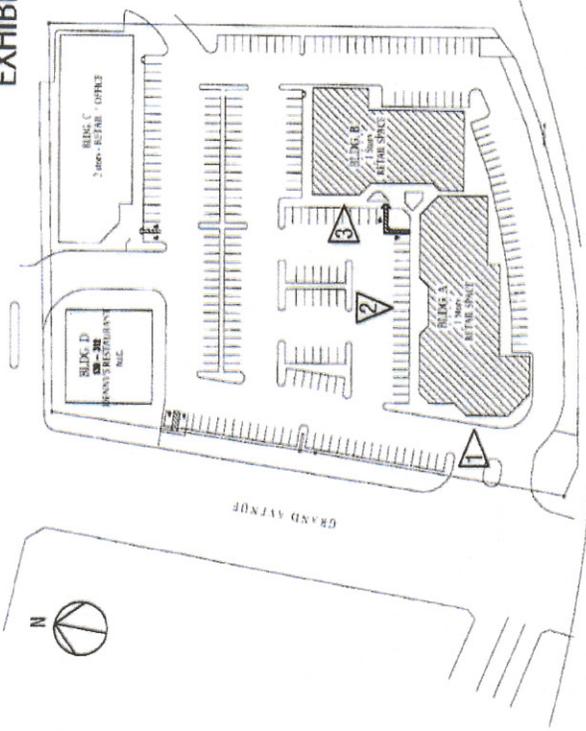
NOT TO SCALE

GRAND CREEK PLAZA

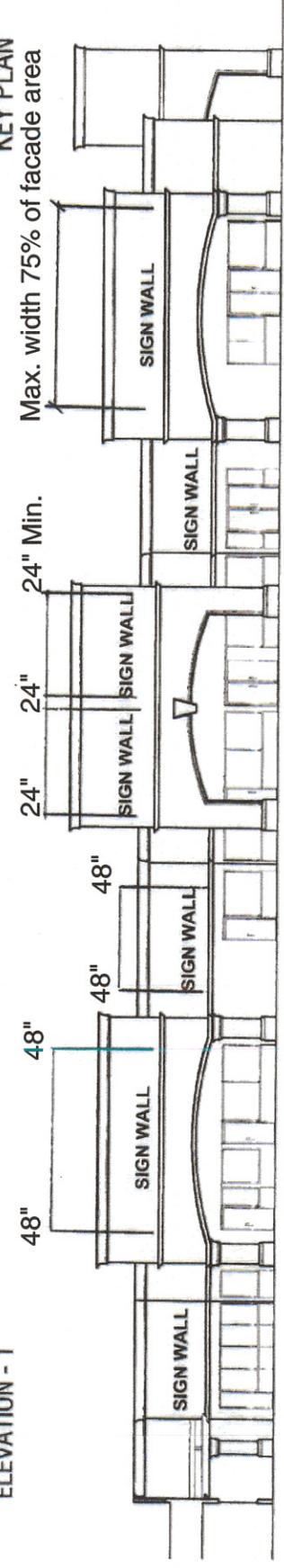
100-150 N. GRAND CREEK AVENUE, WEST COVINA, CA 91791

TENANT SIGNAGE CRITERIA
RETAIL BUILDING A & B
30" MAX LETTER HEIGHT

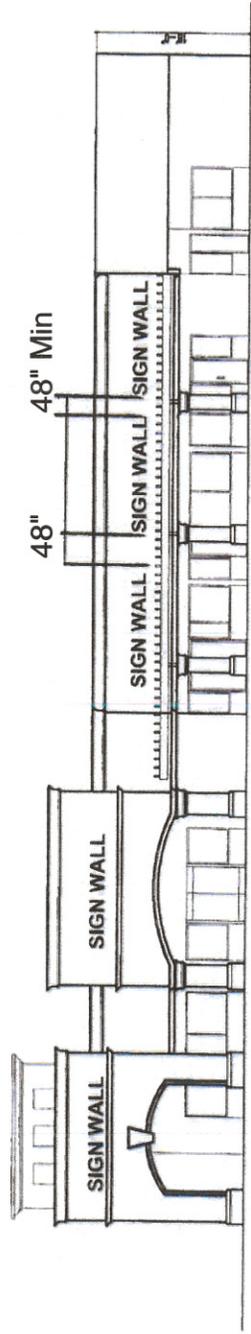
EXHIBIT "B"



ELEVATION - 1



ELEVATION - 2



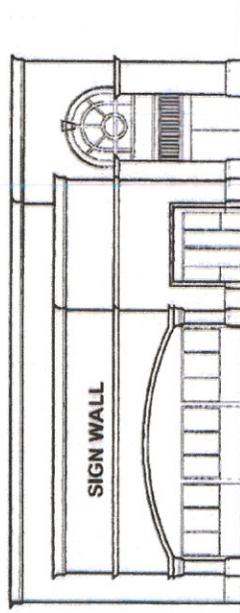
ELEVATION - 3

GRAND CREEK PLAZA

100-150 N. GRAND CREEK AVENUE, WEST COVINA, CA 91791

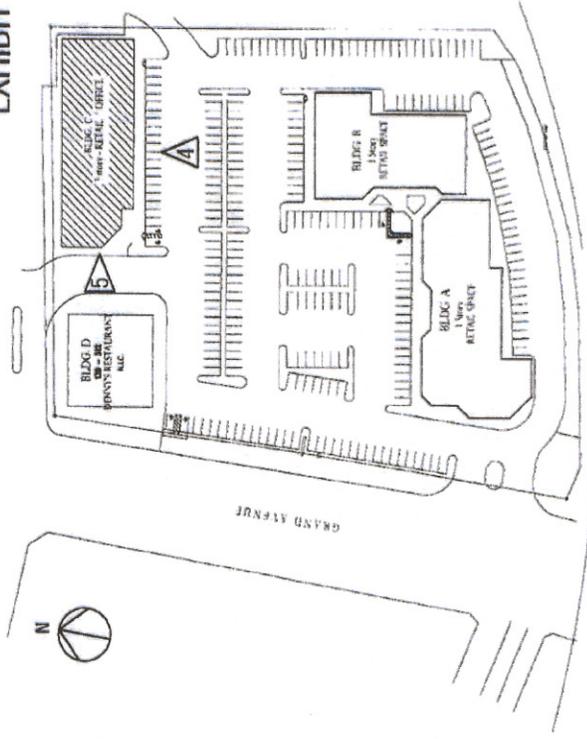
RETAIL/OFFICE BUILDING C

30" MAX LETTER HEIGHT

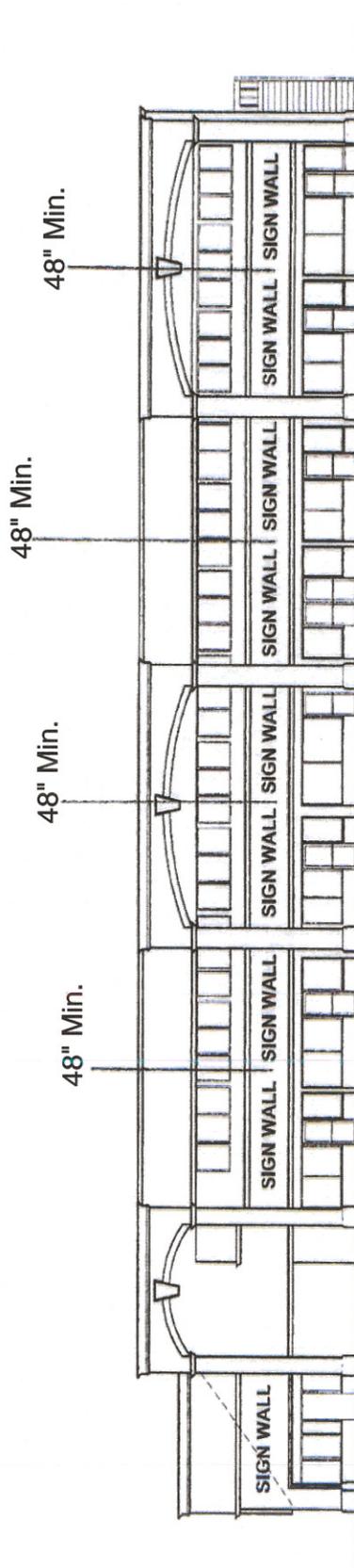


ELEVATION - 4

EXHIBIT "C"

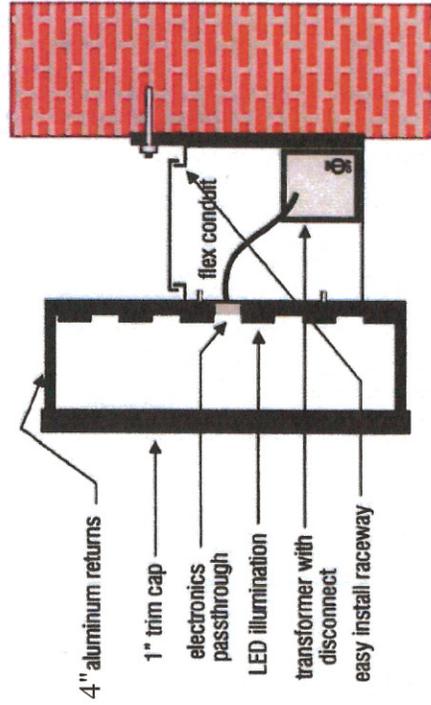


KEY PLAN

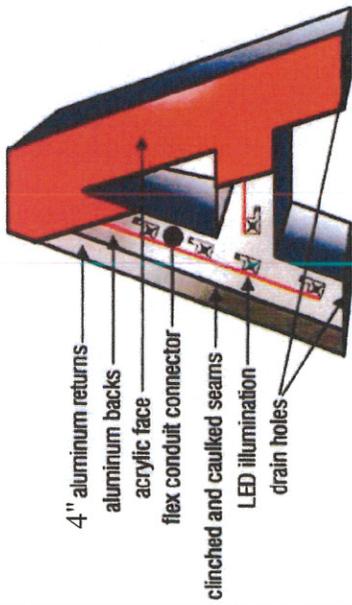


ELEVATION - 5

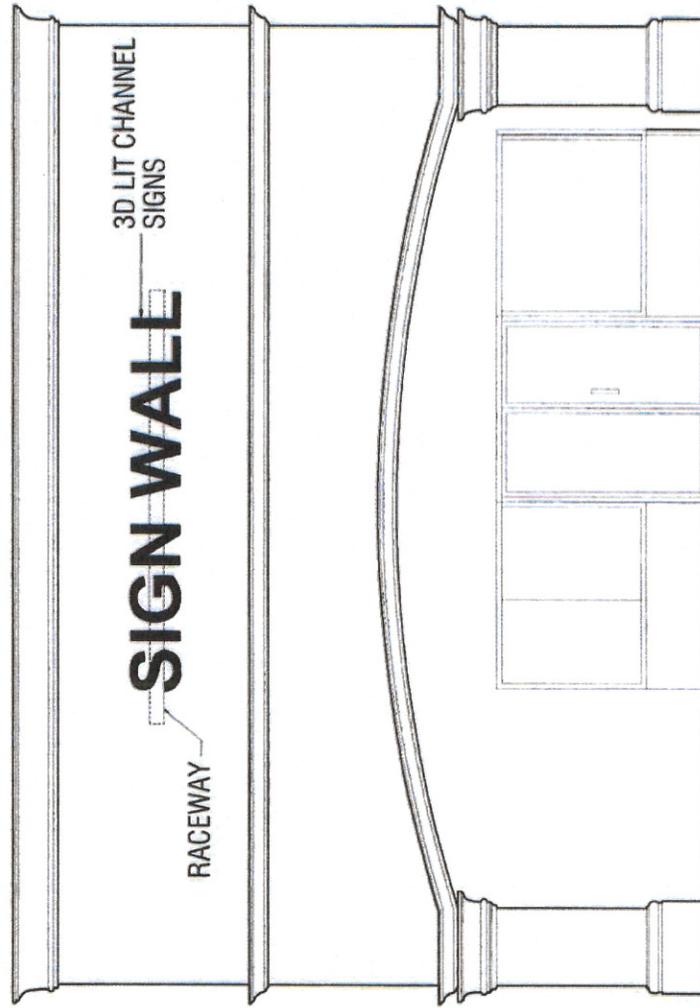
EXHIBIT "D"



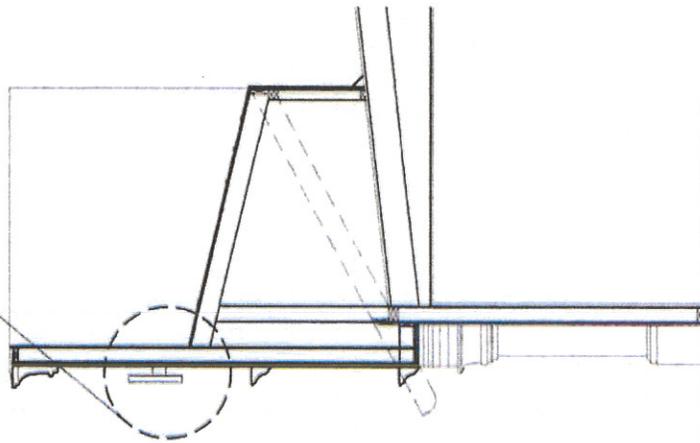
SECTION



FRONT



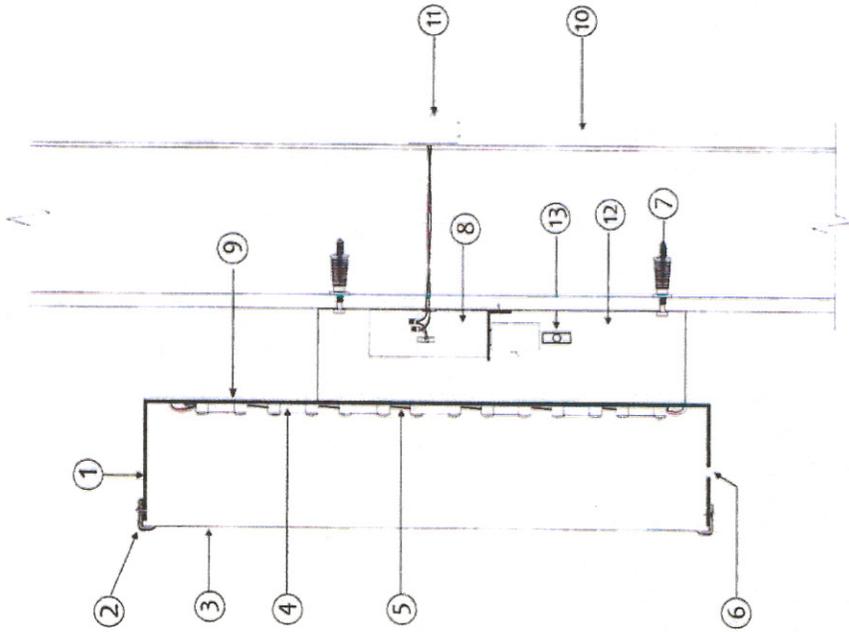
FRONT ELEVATION



SECTION

EXHIBIT "E"

LEGEND	
①	4" DEEP ALUMINUM RETURN
②	TRIM CAP
③	ACRYLIC FACES
④	LED ILLUMINATION
⑤	14 AWG WIRE
⑥	1/4" Ø DRAIN HOLES (MIN 2 PER LTR)
⑦	#10 SCREWS WITH ANCHORS (MIN 4 PER LTR)
⑧	LED POWER PACK
⑨	ALUMINUM LETTER BACKS
⑩	PRIMARY ELECTRICAL SOURCE
⑪	DISCONNECT SWITCH
⑫	ALUMINUM RACEWAY - 4" MAX DEPTH
⑬	PHOTO SENSOR



ATTACHMENT DETAIL

SCALE: NTS


 www.pacificcoastsigns.com
 1-800-368-5888
 10000 Pacific Coast Highway, Suite 100, San Juan Capistrano, CA 92675

This is an original design of Pacific Coast Signs & Graphics. Any reproduction of any sign in its likeness may be subject to legal action.

Design Date: _____	Revisions: _____	Approvals: _____ Customer: _____ Landlord: _____	Client Name: _____
-----------------------	---------------------	---	-----------------------

ETL LISTED
 UL
 ETL LISTED