



Los Angeles World Airports

Van Nuys Airport Signage Guidelines

Prepared By Project Planning & Development Division
July 2004

PURPOSE

These signage guidelines cover the entire area of the Van Nuys Airport, and are meant to establish the appropriate codes for signing in this area.

It is understood that any signs not having the express written approval of the **Deputy Executive Director, Project and Facilities Development, Los Angeles World Airports (LAWA)** shall not be installed. Requests for approval shall be submitted in accordance with Section IV of this code. New, changed, or renovated signs shall conform to these guidelines.

All signs are subject to periodic review by **LAWA** to insure the minimum sign fabrication quality is maintained. This would include sign structure, paint or finish, or any applied materials i.e., plastics, vinyl lettering, fasteners, etc. If the sign is illuminated, insure the internal illumination is in full working order.

Upon written notice of unsatisfactory condition, the tenant is required to refurbish the sign up to exceeding quality of the original permitted condition within 30 calendar days. After the end of this 30-day period, if the tenant's sign quality still does not satisfy permitted condition standards, **LAWA** reserves the right to directly resolve the matter and charge back all costs to the tenant.

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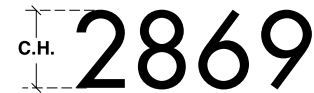
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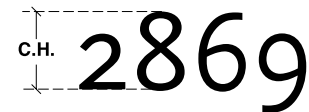
Cap. Ht.:



Van Nuys



2869



2869

fig.01/

1. All signs shall be of an informative nature designed to meet the immediate needs of the public. Signs of an advertising or promotional nature, including contact information, are not permitted.
2. No signs shall be permitted on doors or windows except those required to meet safety standards.
3. No signs shall be permitted on the roof of any building.
4. All signs are to be surface-mounted within the architectural elevation of the demised premises.
5. Freestanding or pole-mounted signs are used for information and directional information only. Any other use may be approved by the **Deputy Executive Director, Project and Facilities Development, Los Angeles World Airports** under extenuating circumstances.
6. Capital Height (Cap. Ht.) is defined as the distance from the top of a capital letter form to the bottom of the same letter form. Capital Height (Cap. Ht.) when applied to number forms is measured as the distance from the top to the bottom at the tallest numeral. (see fig. 1)

7. Reference is made within the text of the code to the term "Corporate Signature". This is defined as the company's name in recognized style and form, and/or the company's logo.
8. No exposed cans, raceways, or crossovers shall be permitted.
9. No exposed neon, backwashed, animated, or flashing signs are permitted. Internally illuminated signs shall be kept to a minimum using translucent acrylic diffusion to control the brightness. Illuminated signs will be allowed only in specific circumstances mentioned in the text of this code. All illuminated signs shall meet all electrical codes and bear the label of the Underwriters Laboratories, Inc.
10. Only one sign per business establishment may be illuminated between the hours of sunset and 10:30 p.m., according to the City of Los Angeles energy conservation ordinance.
11. All signs shall meet all safety standards and code requirements including ADA Guidelines. In addition, they shall meet the requirements set for the city, fire, and other authorities having jurisdiction.

12. Signs or items of a promotional nature may be displayed if such signs or items are first authorized in writing by **Deputy Executive Director, Project and Facilities Development, Los Angeles World Airports**, or his/her designated representative, with the understanding that such promotional signs or items are of a temporary nature.

LAWA reserves the right to specify the approved display duration of the tenant's promotional signs or items; such duration not to exceed 30 days. Any extension of display duration of the tenant's promotional signs or items shall be at **LAWA's** discretion.

13. Signs not covered in this code are to be considered prohibited. Exceptions may be granted if such additional signing serves the public.

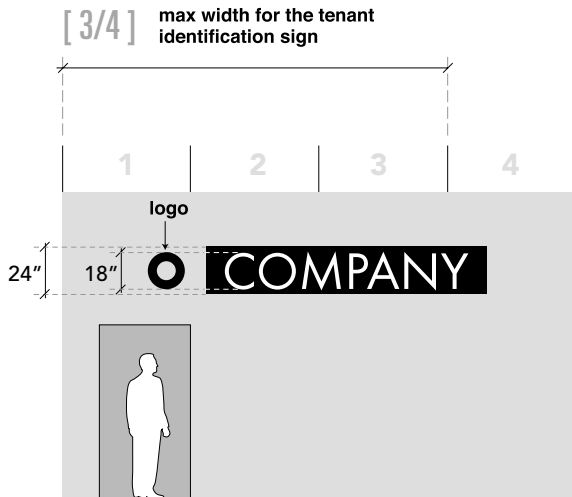


fig. 02/

Scale: 1/8" = 1'

IDENTIFICATION SIGNS

1. These signs will be for identification and informational purposes only. Only individual letter styles and colors that reflect the established company signatures will be permitted. Exterior signs will consist of one building-mounted sign per tenant. Said sign may be 24 inches in height with a maximum Cap. Height of 18 inches for the corporate name. The total length of the sign shall not exceed 3/4 of the width of the wall surface and shall be equally spaced. One 18 inch height logo or emblem will be allowed. (see fig. 2)
2. The text of each sign shall be limited to the corporate name and the additional words such as "Air Service" or "Air Ambulance" denoting the company's function or services.

SECONDARY IDENTIFICATION SIGNS

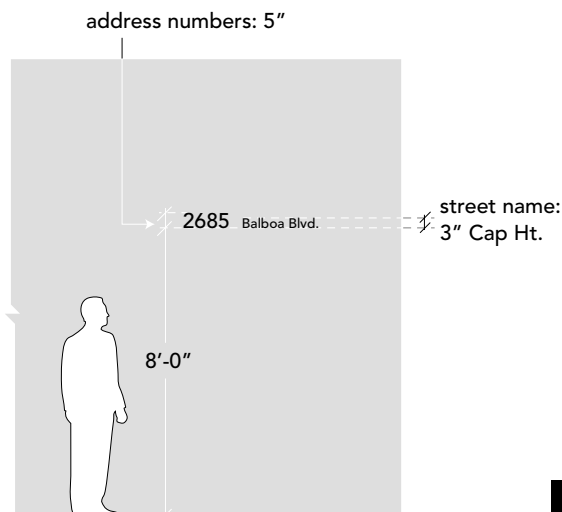
Other than the exterior identification signs described in the paragraph above, no signs or logos to be mounted on the building exterior maybe internally illuminated. Design and location of any additional sign or insignia shall be submitted for approval to **LAWA**.

Street address numbers:**Street Name:****fig.03/**

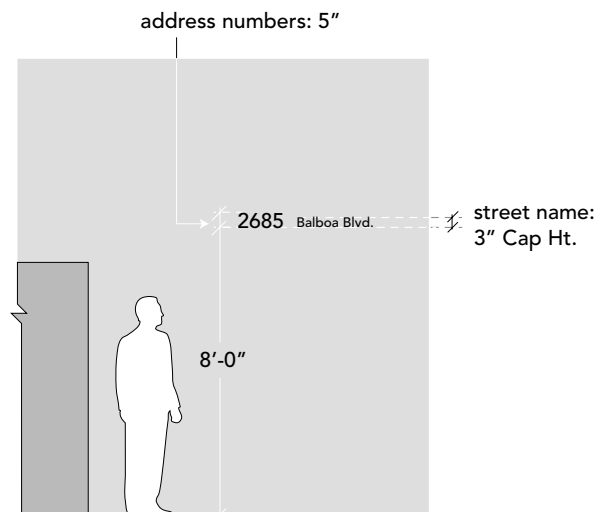
Scale: 3/16" = 1"

STREET ADDRESS SIGNS

1. All buildings shall have street address numbers and street name visible to the general public.
2. Unless otherwise authorized, street address numbers shall be 5 inches tall, and the street name shall be 3 inches Cap. Height. (see fig. 3) The address is required at the front of the building facing the street it is addressed to and facing the runway/taxi way if building applies.
3. A sans serif font is required for all addresses. There must be at least 70 percent contrast between the address and the background.
4. The address shall be a minimum of 8 feet above finish grade and clearly visible from the building's addressed street. (see fig. 4 & 5)

**fig.04/ Building address-facing runways/taxi ways**

Scale: 3/16" = 1'

**fig.05/ Building address-facing street**

Scale: 3/16" = 1'

INFORMATION AND DIRECTIONAL SIGNS

Each tenant may use one information and directional sign. The message may be placed on the exterior walls on the truck dock sides of the building or on freestanding signs but none shall be placed on the aircraft parking sides. The maximum area of the panel for this sign shall be 24 square feet, and the maximum cap. height shall be 5 inches.

TEMPORARY SIGNS

Signs or gimmicks of a promotional nature may be displayed if such signs or gimmicks are first authorized in writing by **Deputy Executive Director, Project and Facilities Development, Los Angeles World Airports (LAWA)**, with the understanding that such gimmicks are of a temporary nature. The **Deputy Executive Director** shall approve the duration of promotional activity, but that said activity shall have a maximum longevity of 30 days. (Refer to page 5 item 12 of the General Rules and Definitions)

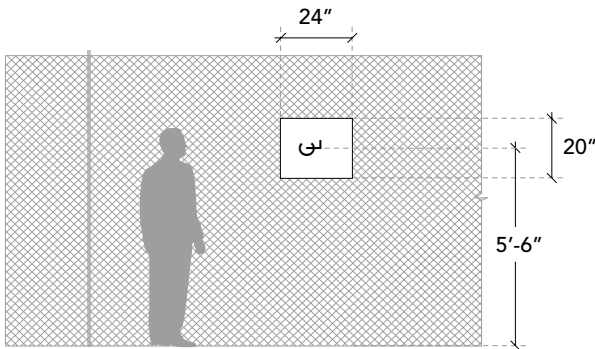


fig.08/ Fence Sign

Scale: 3/16" = 1'

FENCE SIGNS

LAWA has sole rights to display of fence signs. No tenant signs will be allowed on fences. All information posted on fences shall be limited to airport information. No building addresses will be permitted on fences. The sign shall be a maximum of 20"x 24" in size and 5'-6" to the centerline of the height of the sign. (see fig. 8)

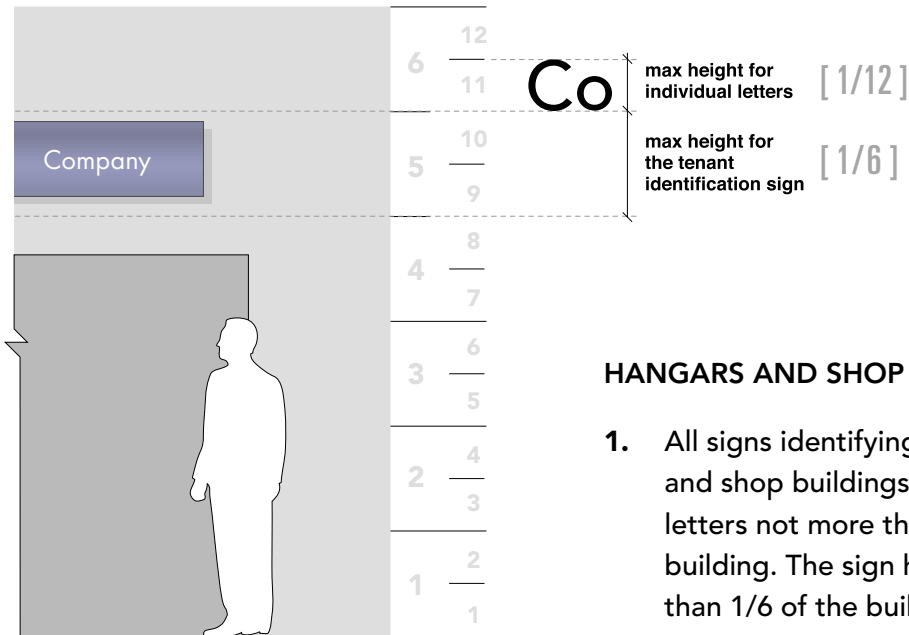


fig.06/ELEVATION

HANGARS AND SHOP BUILDINGS

1. All signs identifying the tenants of hangars and shop buildings shall be of individual letters not more than 1/12 the height of the building. The sign height shall be no more than 1/6 of the building's elevation and the sign width no more than 3/4 of the width of the entire side. Wording of these signs shall be restricted to recognized company signatures. Other inscriptions of an informational nature may be approved. (see fig. 6 & fig. 7)

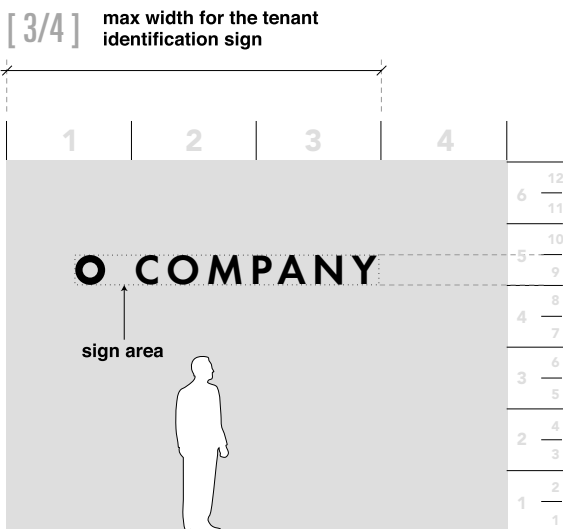


fig.07/ELEVATION

2. For the purpose of determining a sign's dimensions, calculate as follows: When the sign consists of individual letters, the area is determined by the summation of the areas of the squares and rectangles formed by the outer edges of the individual letters. (see fig. 7)

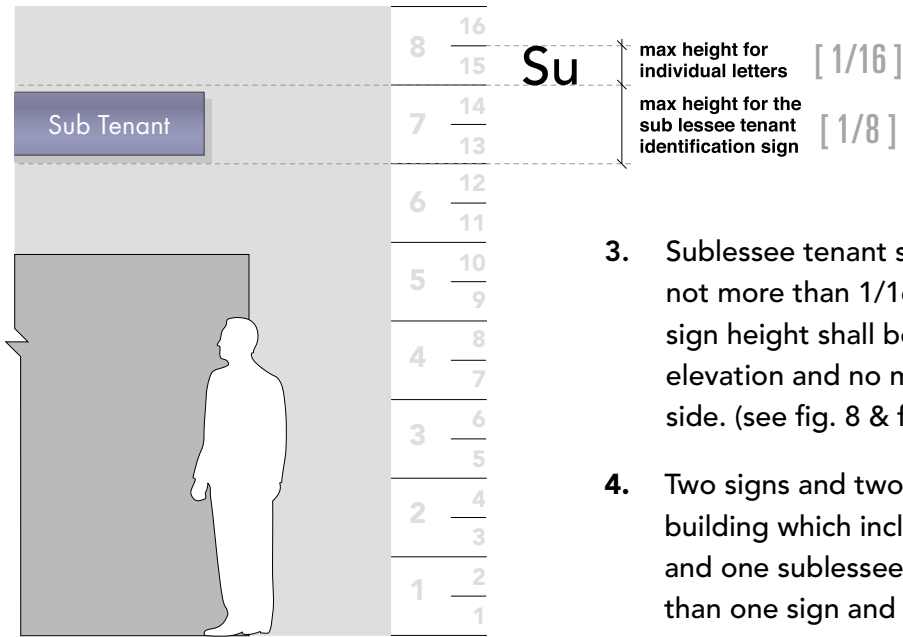


fig.08/ELEVATION

3. Sublessee tenant sign shall be of individual letters not more than 1/16 the height of the building. The sign height shall be no more than 1/8 the building's elevation and no more 2/3 of the width of the entire side. (see fig. 8 & fig. 9)
4. Two signs and two logos are permitted on each building which includes a maximum of one tenant and one sublessee. Within this number, no more than one sign and one logo shall be permitted per each side of the building. Substitution of a sign for a logo or a logo for a sign will not be allowed.

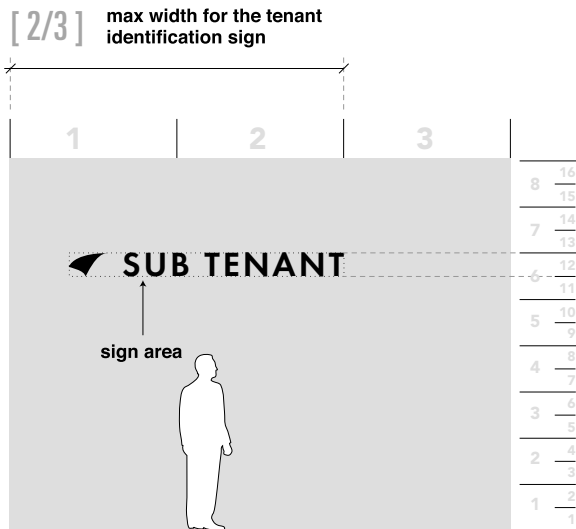
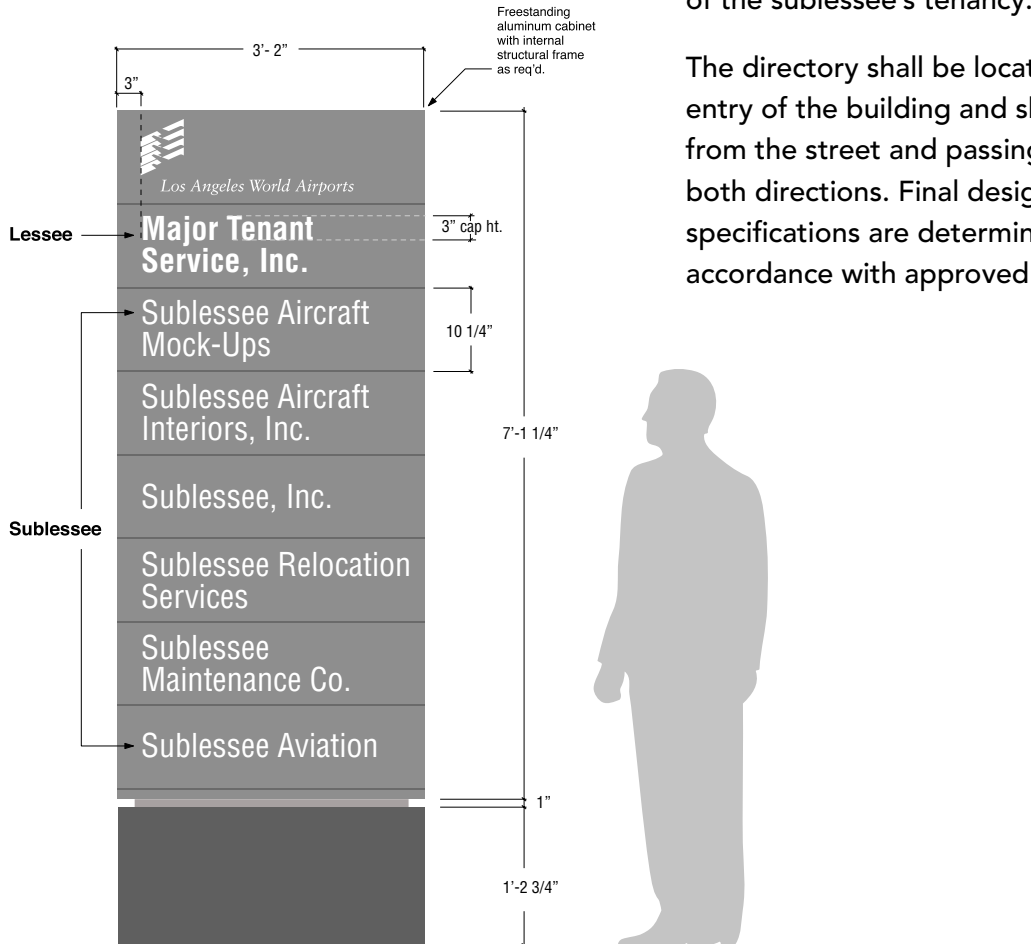


fig.09/ELEVATION



- In cases where the building has more than one sublessee, **LAWA** shall place a tenant directory at the exterior entrance of the building. Addition of the sublessee to the tenant directory shall be at **LAWA's** discretion, upon review of the conditions of the sublessee's tenancy.

The directory shall be located adjacent to the main entry of the building and shall be clearly visible from the street and passing vehicular traffic from both directions. Final design and fabrication specifications are determined by **LAWA** in accordance with approved guidelines. (see fig. 10).

fig. 10/ELEVATION

Scale: 3/8" = 1'

[1/6] max height for the interior
tenant identification sign

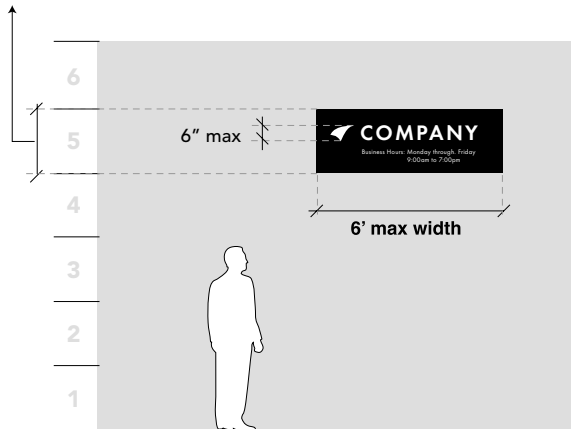


fig. 11/ELEVATION

TENANT IDENTIFICATION SIGNS

Interior signs in public spaces shall have a maximum Cap. Height of 6 inches for the corporate name and 2 inches for any informational copy, such as hours of operation. Only one logo and one corporate name sign shall be permitted per room. The sign height shall be restricted to 1/6 of the wall surface, and the width of the wall on which the sign is to be mounted or to 6 linear feet whichever is less. The logo will be restricted to a maximum height or width of 6 inches. (see fig. 11)

HANGERS AND SHOP BUILDINGS

Interior signs are exempted from the sign policy in hangars and buildings where serving the general public is not the main function.

WHERE:

Approval is obtained from **LAWA's Deputy Executive Director, Project and Facilities Development**, or his/her designee. All submittals must be mailed to the **Chief of Airports Engineer** for processing.

**Chief of Airports Engineer,
Engineering and Project Management Division,
7301 World Way West, 5th Floor
Los Angeles, CA 90045
(310) 646-3254**

WHAT:

The tenant sign drawing submission shall meet the following criteria:

- 5 sets of the proposed signage/graphics for new construction, or revisions to existing signage/graphics
- A sign location plan
- An elevation plan in scale showing sign graphics in place
- A detail scale drawing of the sign showing letter style, dimensions, and specifications describing materials and color
- Illumination specifications and diagram
- All drawing documents a minimum of 11"x17"

HOW:

After conceptual design approval of the above items, 5 sets of detailed shop drawings must also be approved by **LAWA's Deputy Executive Director, Project and Facilities Development**, or his/her designee at the same address above. Any changes to submitted design of plans after **LAWA** approval must be resubmitted.

For other building types not specifically addressed within this guideline document, review and approval of signs will be based on those portions of this signage guideline deemed to be most applicable to the sign presented for approval.

WHEN:

Every sign permit issued shall expire 180 calendar days from the date of issuance if the work permitted thereunder has not commenced, or if the work started has been suspended for a period of 180 days or more.

SIGNAGE CHECK LIST

date: _____

sender's name: _____

phone number: _____

company: _____

address: _____

**Submit 5 sets of the proposed signage/graphics drawings.
The submittal should include the following:**

- All drawing documents a minimum of 11"x17"
- A sign location plan
- An elevation plan in scale showing sign graphics in place
- A detail scale drawing of the sign showing letter style, dimensions, and specifications describing materials and color
- Illumination specifications and diagram

sheet description:

Tenant ID Sign

Information Sign

Logo

Directional Sign

Secondary ID Sign

Cover Letter

Illumination

Others

Address Sign

Submit all requests to:

Chief of Airports Engineer
Engineering and Project Management Division

address: 7301 World Way West, 5th Floor Los Angeles, CA 90045

phone number: (310) 646-3254