

Van Nuys Airport Signage Guidelines

Prepared By
Facilities Planning Division
May 2012

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)** will not be installed.

Requests for approval will be submitted in accordance with Section IV of this code. New, changed, or renovated signs will 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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SECTION I

GENERAL RULES AND DEFINITIONS

1. All signs will 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 will be permitted on doors or windows except those required to meet safety standards.

3. No signs will 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)

Cap. Ht.:



Van Nuys



2869



2869

fig.01/

SECTION I

GENERAL RULES AND DEFINITIONS

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 will be permitted.
9. No exposed neon, backwashed, animated, or flashing signs are permitted. Internally illuminated signs will 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 will 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 will meet all safety standards and code requirements including ADA Guidelines. In addition, they will meet the requirements set for the city, fire, and other authorities having jurisdiction.

SECTION I

GENERAL RULES AND DEFINITIONS

12. Signs or items of a promotional nature may be displayed if such signs or items are first authorized in writing by The **Concessions Manager**, 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 45 days. Any extension of display duration of the tenant's promotional signs or items will 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.

SECTION II EXTERIOR SIGNS

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 will not exceed 3/4 of the width of the wall surface and will be equally spaced. One 18 inch height logo or emblem will be allowed. (see fig. 2)
2. The text of each sign will be limited to the corporate name and the additional words such as "Air Service" or "Air Ambulance" denoting the company's function or services.

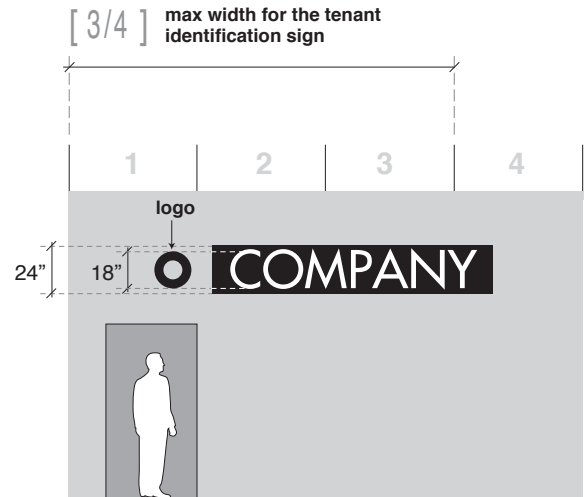


fig.02/

Scale: 1/8" = 1'

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 may be internally illuminated. Design and location of any additional sign or insignia will be submitted for approval to LAWA.

SECTION II EXTERIOR SIGNS

STREET ADDRESS SIGNS

1. All buildings will have street address numbers and street name visible to the general public.
2. Unless otherwise authorized, street address numbers will be 5 inches tall, and the street name will 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 will be a minimum of 8 feet above finish grade and clearly visible from the building's addressed street. (see fig. 4 & 5)

Street address numbers:



Street Name:



fig.03/

Scale: 3/16" = 1"

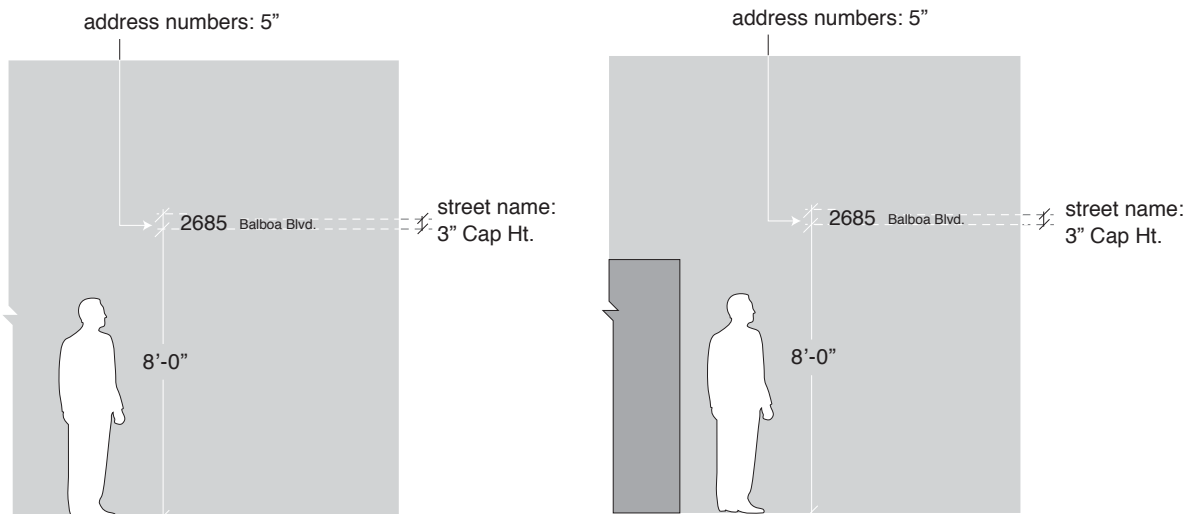


fig.04/ Building address-facing runways/taxi ways

Scale: 3/16" = 1'

SECTION II EXTERIOR SIGNS

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 will be placed on the aircraft parking sides. The maximum area of the panel for this sign will be 24 square feet, and the maximum cap. height will 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 will approve the duration of promotional activity, but that said activity will have a maximum longevity of 30 days. (Refer to page 5 item 12 of the General Rules and Definitions)

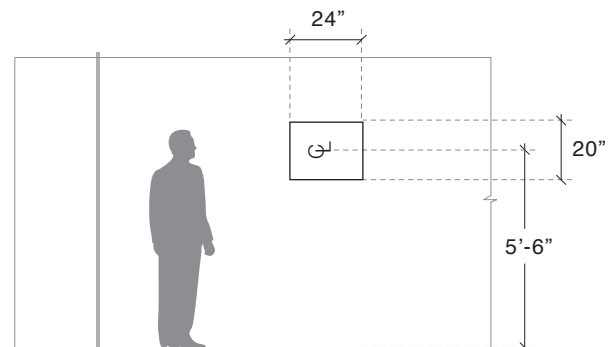


fig.08/ Fence Sign

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 will be limited to airport information. No building addresses will be permitted on fences. The sign will be a maximum of 20"x 24" in size and 5'-6" to the centerline of the height of the sign. (see fig. 8)

SECTION II EXTERIOR SIGNS

HANGARS AND SHOP BUILDINGS

1. All signs identifying the tenants of hangars and shop buildings will be of individual letters not more than 1/12 the height of the building. The sign height will 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 will be restricted to recognized company signatures. Other inscriptions of an informational nature may be approved. (see fig. 6 & fig. 7)

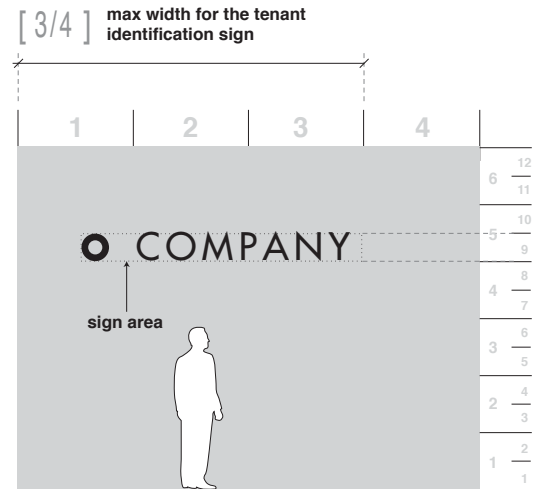


fig.07/ELEVATION

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)

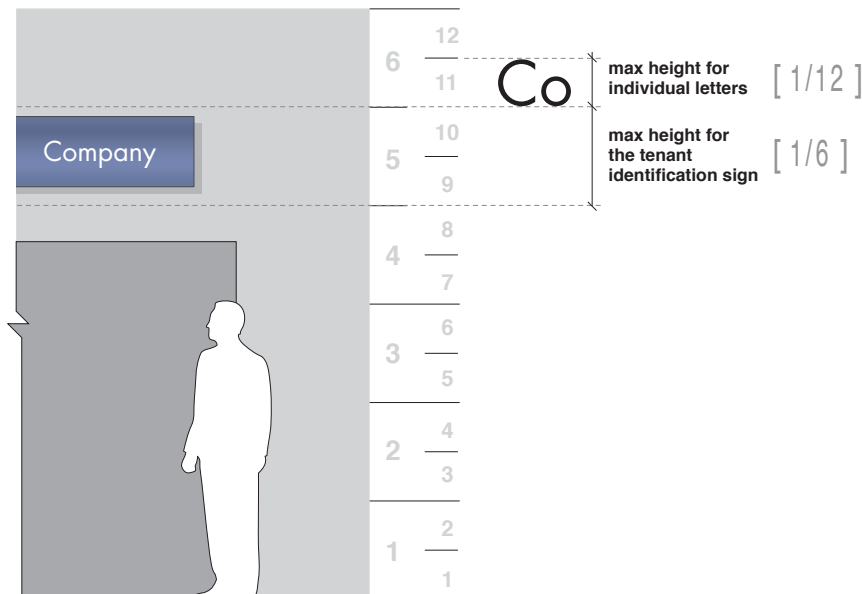


fig.06/ELEVATION

SECTION II EXTERIOR SIGNS

3. Sublessee tenant sign will be of individual letters not more than 1/16 the height of the building. The sign height will 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 will 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.

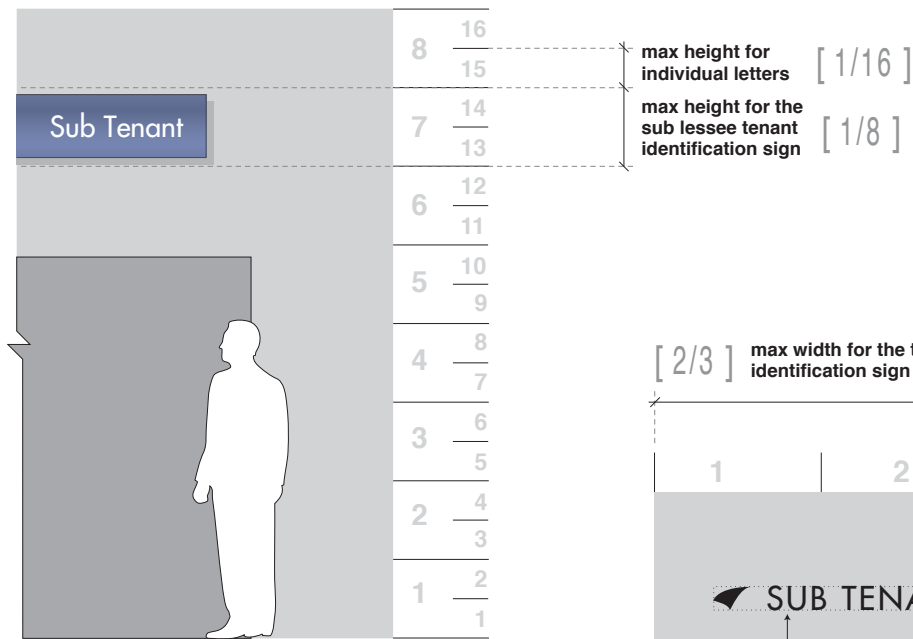


fig.08/ELEVATION

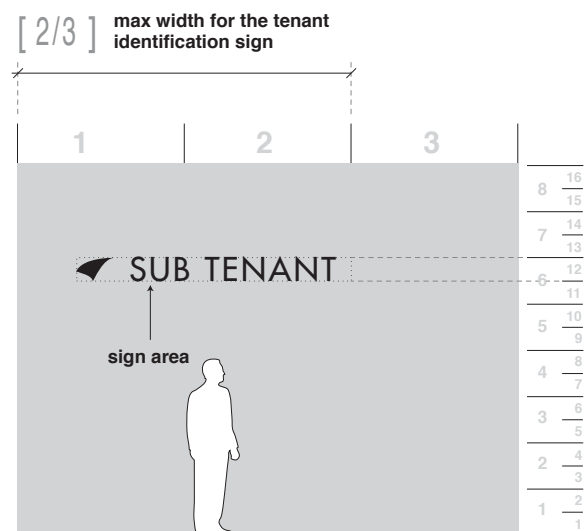


fig.09/ELEVATION

SECTION II EXTERIOR SIGNS

- In cases where the building has more than one sublessee, LAWA will place a tenant directory at the exterior entrance of the building. Addition of the sublessee to the tenant directory will be at LAWA's discretion, upon review of the conditions of the sublessee's tenancy. The directory will be located adjacent to the main entry of the building and will 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).

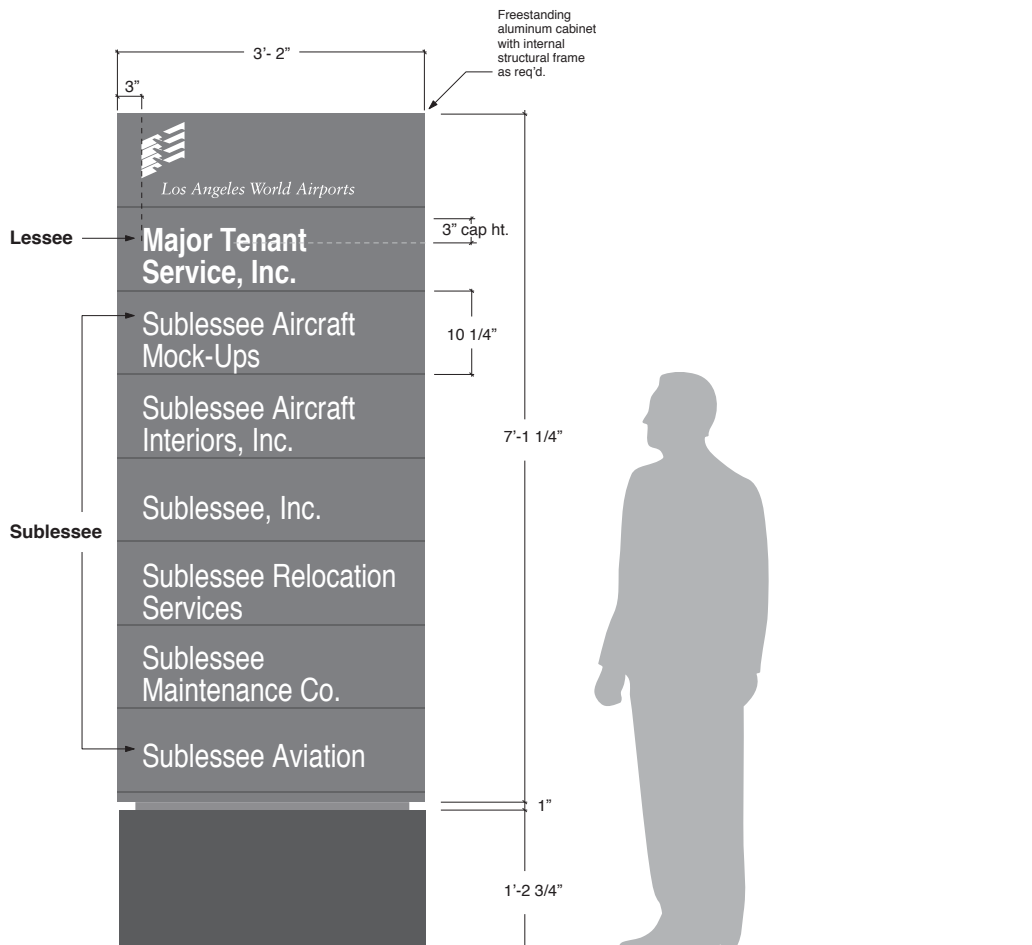


fig. 10/ELEVATION

SECTION III EXTERIOR SIGNS

TENANT IDENTIFICATION SIGNS

Interior signs in public spaces will 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 will be permitted per room. The sign height will 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.

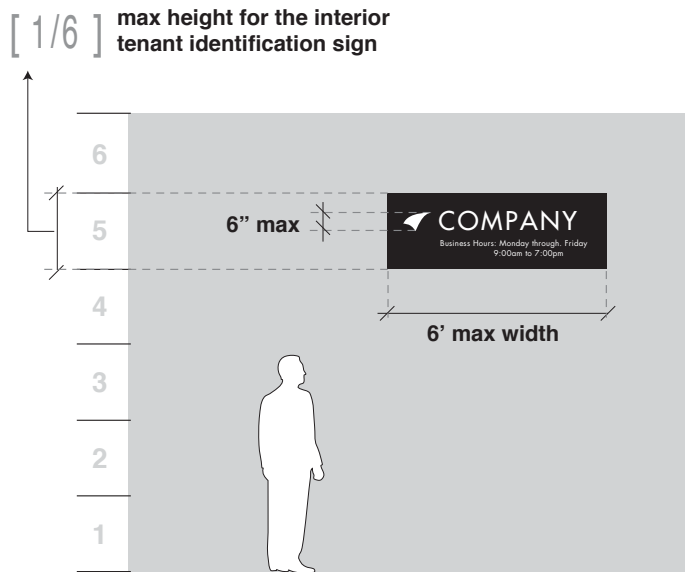


fig. 1 1 /ELEVATION

SECTION IV

SUBMITTAL OF SIGN REQUESTS

STEP 1 – Conceptual Design Submittal

The Tenant will submit to LAWA's Commercial Development Group (CDG) a written description of the type of sign and/or graphics proposed for their selected space. A set of renderings or elevation to scale must be included. Drawings should be on a minimum sheet size of 11" x 17". While Computer-Aided Drafting (CAD) drawings are not required for the Concept Development submittal, they will be required for all other construction drawings.

Submissions must be addressed to:

Commercial Development Group
Los Angeles World Airports
6053 W. Century Boulevard, Suite 400
Los Angeles, CA 90045
Tel: 310-646-5700
Fax: 310-417-0532

CDG will assign a Business Relations Manager (BRM) who will guide them through the development and implementation of the proposed sign. A single representative for the Tenant will be responsible for communicating with the Business Relations Manager.

A copy of the VNY Master Lease Exhibits (MLE) will be provided for the impacted area. The MLE are for the Tenant's information only. The Tenant must coordinate with the Business Relations Manager to research and obtain the specific Architectural and Engineering Record Drawings located in the Engineering Facilities Management Division, Reprographics Group.

Conceptual Design Submittal Check List

The Tenant will submit a digital file of the Conceptual Design. The following is a draft list of items required and is subject to change:

1. Concept Request Form.
2. One (1) Site Plan or Terminal Lease Plan showing the location of the proposed concession/improvements.
3. At least one (1) photo showing the existing conditions.
4. One (1) color rendering or elevation(s) of the conceptual design identifying materials and architectural elements. (scale: 1/4" = 1'-0")

When requested, the Tenant will present the Conceptual Design to LAWA staff for review and approval. The Conceptual Design will be submitted to LAWA within the time frame negotiated or stated in the Tenant's agreement. Written comments will be provided to the Tenant. The Tenant will revise the design, incorporate comments received from LAWA, and resubmit for review and approval. Allow approximately 2 to 3 weeks for LAWA CDG to issue a concept approval letter to the Tenant upon receipt and acceptance of the submittal. No work will begin on developing Design and Construction Documents without Notice to Proceed (NTP).

STEP 2 - Design Development & Construction Documents

The Tenant will formally issue a complete digital file of CAD drawings to LAWA with an accompanying Cover Letter addressed to the Project Manager. The Cover Letter will identify the project, indicate the Submittal being issued, scope of work, design approval comments incorporated, if applicable, and a list of all the drawings included with submittal.

All drawings will be to scale and should include, but are not limited to the following:

Drawing Description	Scale
Site Plan	As Appropriate
Elevations	1/4" + 1'-0"
Finish Schedule and Details	As Appropriate

LAWA's review of the Design Development and Construction Document Submittals will include, but are not limited to, the following topics:

- **Overall Design Compatibility with Each Terminal's Architectural Features**
Fulfillment of LAWA Design and compliance with the Tenant Signage Guidelines.

- **Interface with Public Areas**
The Tenant design bordering public areas will conform to the lease-specified vertical and horizontal requirements, and coordinate with adjacent concessions.

- **Code Compliance**
Design will comply with all applicable local, state, and federal laws, codes, and ordinances and other government agency requirements. The Tenant is responsible for submitting documents directly to other government agencies.

- **Sustainability**
LAWA encourages the use of environmentally responsible materials and finishes. Wood-based materials and products should be certified in accordance with the Forest Stewardship Council's Principles and Criteria for wood building components. The Tenant should identify space for the collection and storage of recyclable materials such as paper, corrugated cardboard, glass, plastics and metals.

- **Compliance with LAWA's Sign Policy/Guidelines**
The Construction Documents will be submitted to LAWA within the time frame negotiated or as stated in the Tenant lease agreement. Allow approximately 2 to 3 weeks for LAWA EPMD to review and approve Tenant's Design Submittal. If the Design Submittal is not approved, the Project Engineer will issue LAWA's review comments to the Tenant. The Tenant will correct and/or revise drawings, as required, and re-submit the package for LAWA Approval. The Tenant will obtain LAWA's Construction Approval in writing before any construction activities may begin.

Tenant Construction

Construction in Tenant areas will not begin until an approved building permit has been secured from the City of Los Angeles Department of Building and Safety and written approval is received from LAWA. When ready to begin construction, the Tenant will notify the Project Engineer who will schedule a pre-construction meeting.