

# SIGN PROGRAM



## BATAVIA BUSINESS CENTER

1570-1594 N. BATAVIA ST.  
ORANGE, CA 92865

7.11.2025



# BATAVIA BUSINESS CENTER SIGN PROGRAM

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## CONTACT INFORMATION

*For any questions or clarifications regarding to the Sign Program, please contact Owners Association and/or his/her associate(s)*

### PROPERTY OWNER

**GUTHRIE DEVELOPMENT /  
GUTHRIE BATAVIA BUSINESS CENTER  
OWNERS ASSOCIATION**

36 EXECUTIVE PARK, SUITE 250  
IRVINE, CA 92614  
(949) 954-1900  
propertymanagement@guthriedevelopment.com

### SIGN CONSULTANT / APPLICANT



*For City’s Permit Inquiry, please contact:*

### CITY OF ORANGE, CALIFORNIA

300 E. CHAPMAN AVE.  
ORANGE, CA 92866  
(714) 744-2225  
www.cityoforange.org

### BUILDING & SAFETY OF ORANGE

www.cityoforange.org/business/building-and-safety-services  
(714) 744-7200

### PLANNING DIVISION OF ORANGE

www.cityoforange.org/business/planning-division  
(714) 744-7220



# PROJECT SITE MAP

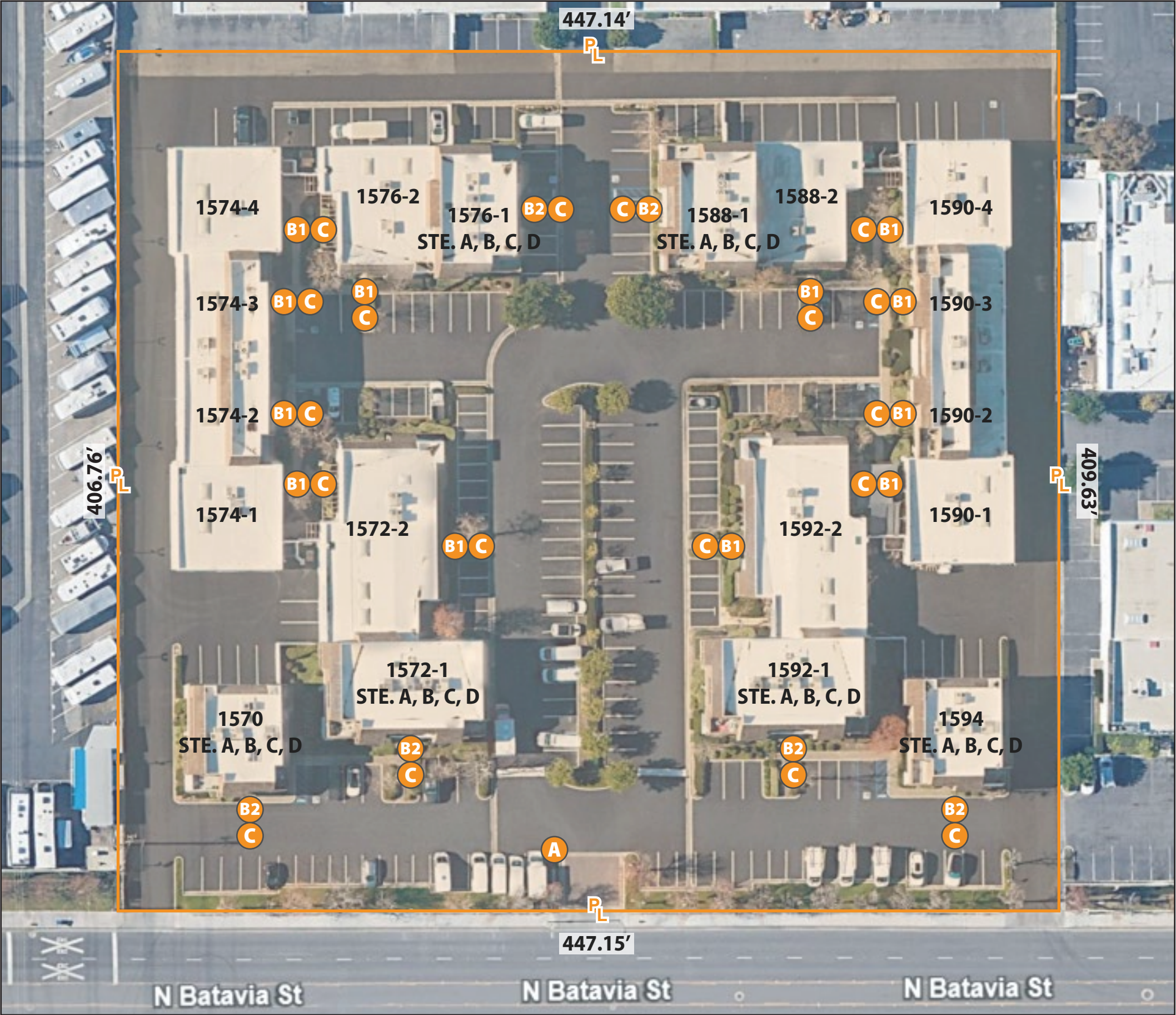
## BATAVIA BUSINESS CENTER

1570-1594 N. BATAVIA ST.  
ORANGE, CA 92865

### VICINITY MAP



SCALE: 1/2" = 25'





# GENERAL INFORMATION

## 1.1 OBJECTIVE

The purpose of this sign program is to provide minimum standards to safeguard life, health, property and public welfare in keeping with the character of the city by regulating and controlling the size, height, structural design, quality of materials, construction, location, electrification and maintenance of all sign structures.

## 1.2 DESIGN INTENT

The guidelines of this program are designed to complement architectural elements of the existing building and coordinate the type, placement, and physical dimensions of signs within the **Batavia Business Center** thereby appearing as an integral part of the center.

## 1.3 IMPORTANT GENERAL INFORMATION

- A. Due to the limited space and to preserve the **Batavia Business Center** aesthetics, design, and compatibility with the **City of Orange's** municipal code, building sign placements are limited to Space Owners. In other words, Signage for any Space Owner is at Association's discretion based on Lease negotiation.
- B. The Association and/or his/her associate(s) shall administer the Sign Program for Selected Space Owners as it pertains Selected Space Owner Signs.
- C. New Selected Space Owner and/or Selected Lease is provided with a copy of the Sign Program as an Addendum to the Space Owner's Lease. Any non-conforming or unapproved sign installed by Space Owner shall be removed at the Space Owner's expense, which includes any fee or penalties assessed by any regulatory authorities.
- D. Compliance with the Sign Program does not equate to approval from the **City of Orange**. Space Owner is solely responsible for obtaining any and all required approvals and permits from the **City of Orange** prior to the installation of any signs. Any exception to the Sign Program shall be subject to Association review and approval.
- E. Installation of signs will be subject to inspections by the Association and/or his/her associate(s). Any necessary corrective actions performed by the Association or by his/her associate(s) shall be at Space Owner's sole expense.
- F. When the Lease is finished and the Space Owner wants to move out, the Space Owner has to hire a professional certified licensed sign company to remove Space Owner's own existing signage from the building and put back, cover all electrical wires safely and in the corrected way as needed. And the existing

sign area surface needs to be patched up and re-painted clean and neat as same as the original condition. All works have to be done within seven (7) days from the ended lease date and shall be at Space Owner's sole expense. All completed works have to be sent to the Association and/or his/her associate(s) via email for reviewing the final approval.

## 1.4 SUBMITTAL & APPROVALS

- A. All Space Owner signs must be approved in writing by the Association and/or his/her associate(s) prior to permitting from the **City of Orange**. Space Owner signs must be approved by the Association and/or his/her associate(s) prior to fabrication, and installation. Sign design must adhere to this sign program.
- B. Sign proposed, installation, inspection and/or anything related to the building sign has to be done in the correct way by a professional certified licensed sign company and has to meet all requirement and municipal code of the **City of Orange**.
- C. Review and approval of the tenant sign proposals shall be performed in accordance with these requirements.
  - (C.1) Three (3) completed full sets of the proposed sign design plan with the following informations must be submitted to the Association and/or his/her associate(s) for each proposed sign:
    - Name, address, and phone number of the applicant, property owner, and agent.
    - Name and address of the use for which the sign is intended, and parcel number of land on which it is to be placed.
    - A scale drawing illustrating the sign(s); if lighted, the method of illumination, and height of sign.
    - A scale drawing illustrating parcel development (existing structures, parking, and street improvements), and location of proposed sign(s).
    - If the sign is a wall sign, a scale drawing illustrating the elevation of the building facade. The drawing shall show the proposed sign(s) and existing sign(s).
  - (C.2) All Space Owner proposed sign design plan submittal shall be reviewed by the Association and/or his/her associate(s) for conformance with the sign program after receipt of Space Owner's proposed sign design plan. Association shall either approve the submittal contingent upon any required modifications of disapprove Space Owner's proposed sign design plan submittal, which approval or disapproval shall remain at the sole right and discretion of the Association prior to permit application for sign fabrication.

# GENERAL INFORMATION

The Association and/or his/her associate(s) reserves the right to designate a sign contractor(s) who is well qualified in the techniques and processes required to implement the intent of the concept design. Only an approved sign contractor shall be allowed.

Submittal shall be submitted via email to the Association at the following information:

**GUTHRIE DEVELOPMENT /  
GUTHRIE BATAVIA BUSINESS CENTER OWNERS ASSOCIATION**

(949) 954-1900

propertymanagement@guthriedevelopment.com

Three (3) completed full sets of the proposed sign design plan must be approved and stamped by the Association prior to city permit application.

Space Owner or his/her professional certified licensed sign contractor(s) must submit to the **City of Orange**, and will be fully responsible for all applicable applications, permit fees, final inspections for the **City of Orange**.

Space Owner or his/her professional certified licensed sign contractor(s) will not be permitted to commence installation of the exterior sign unless all of the following conditions have been met:

- A stamped set of final drawings reflecting the Association's and City's approval shall be on file in the Association's office.
- All professional certified licensed sign contractor(s) must be fully insured as Association's request, and approved by the Space Owner prior to installation. Association and/or his/her associate(s) must receive the sign contractor's Certificate of Insurance (COI) .
- The Association and/or his/her associate(s) must be notified 72 business hours in advance prior to sign installation.

Space Owner's Sign Contractor shall install required signage within 45 days after approval of shop drawings. If signage is not in place by that date, Association and/or his/her associate(s) may order sign fabrication and installation on Space Owner's behalf and at the Space Owner's expense.

The Association and/or his/her associate(s) may, at his/her sole discretion and at the Space Owner's expense, correct, replace, or remove any sign that is installed without written approval and/or is deemed unacceptable pertaining to this sign criteria.

If the Space Owner chooses to change his/her exterior sign at anytime during the term of his/her lease, then the Space Owner must comply with the requirements set forth herein and any future modifications, revisions or changes which have been made to this sign criteria for **Batavia Business Center** after the execution of his/her lease agreement. The applicant must also submit and obtain building permit approval from the **City of Orange** to permit the proposed modifications/changes to an existing sign.

- H.** Space Owner shall be ultimately responsible for the fulfillment of all requirements and specifications, including those of the Association, City, U.L and the Uniform Electrical Code.

## 1.5 TENANT'S RESPONSIBILITY

Space Owner shall be fully responsible for the following expenses relating to signage for his/her store:

- Design consultant fee (if applicable)
- 100% of permit processing cost and applications from the City.
- 100% of costs for sign fabrication and installation including review of shop drawings and patterns.
- All costs relating to sign removal, including repair of any damage to the building.
- Maintain and keep the sign conditions good and clean.

# GENERAL INFORMATION

## 2.1 PROHIBITED SIGNS

- A.** Signs which are illuminated, including any that incorporate flashing, moving or intermittent lighting; or signs which are in any manner animated or include any noisemaking attachments. This does not include public service signs, such as time/temperature units, barber poles or rotating signs conforming to subsection (H) of this section.
- B.** Signs which by color, wording, design, location or illumination resemble or conflict with any traffic control device or with safe and efficient flow of traffic.
- C.** Signs on or affixed to trucks, automobiles, trailers or other vehicles which advertise, identify, or provide direction to a use or activity not related to its lawful making of deliveries or sales of merchandise or rendering of services from such vehicles are prohibited.
- D.** Any signage displayed on windows or within window area aside from required ADA or code signage.
- E.** Any structural supports or members of a roof sign shall not be visible to public view.
- F.** Banners, streamers, pendants, balloons, pennants, whirligigs, posters, ribbons, strings of light bulbs, spinners or other similar devices. These devices when not part of any sign are similarly prohibited, e.g., holidays, grand openings and special events.
- G.** Any "rotating sign", as defined herein, where the rotation exceeds eight (8) revolutions per minute.
- H.** Signs which are attached to utility poles, trees, fences or other signs, rocks or natural features.
- I.** Off site or billboard signs except as authorized by the *City of Orange*.
- J.** On site business related signs that advertise an activity, product or service no longer conducted or available at the site on which the signs are located.
- K.** Any sign displayed on or over public property, unless approved by the *City of Orange*.

## 2.2 TEMPORARY SIGNS & OTHER ITEMS

- A.** Political Signs: Political signs may be posted on private property in front of business, with property owner permission, preceding an election. The maximum size of each sign shall not exceed thirty two (32) square feet. Political Signs must also comply with *Orange Municipal Code Section 17.36.170 Noncommercial and Campaign Sign Regulations*. No deposit shall be required to ensure the proper removal of such signs.
- B.** Grand Opening And Special Event Signs: A special permit may be issued by the Community Development Department or their designee for banners, streamers, flags, or other prohibited signs, as defined herein, and temporary or portable signs such as A-frame signs, as defined herein, for special events or sales, such as new car models, clearance sales, outdoor fairs and sales, grand openings and events of a similar nature. All such signage shall be located on site at the business location and shall not intrude into setback "vision triangles" or be located on public sidewalks.



# IDENTIFICATION MONUMENT SIGN

## 3.0 SIGN A - ALLOWED SIGN TYPES

ONE (1) DOUBLE-SIDED IDENTIFICATION MONUMENT SIGN DISPLAYING PROPERTY NAME.

- **OVERALL SIZE:** 3' - 5" HEIGHT x 17' - 0" LENGTH x 17" DEPTH

- **COPY:** PROPERTY NAME

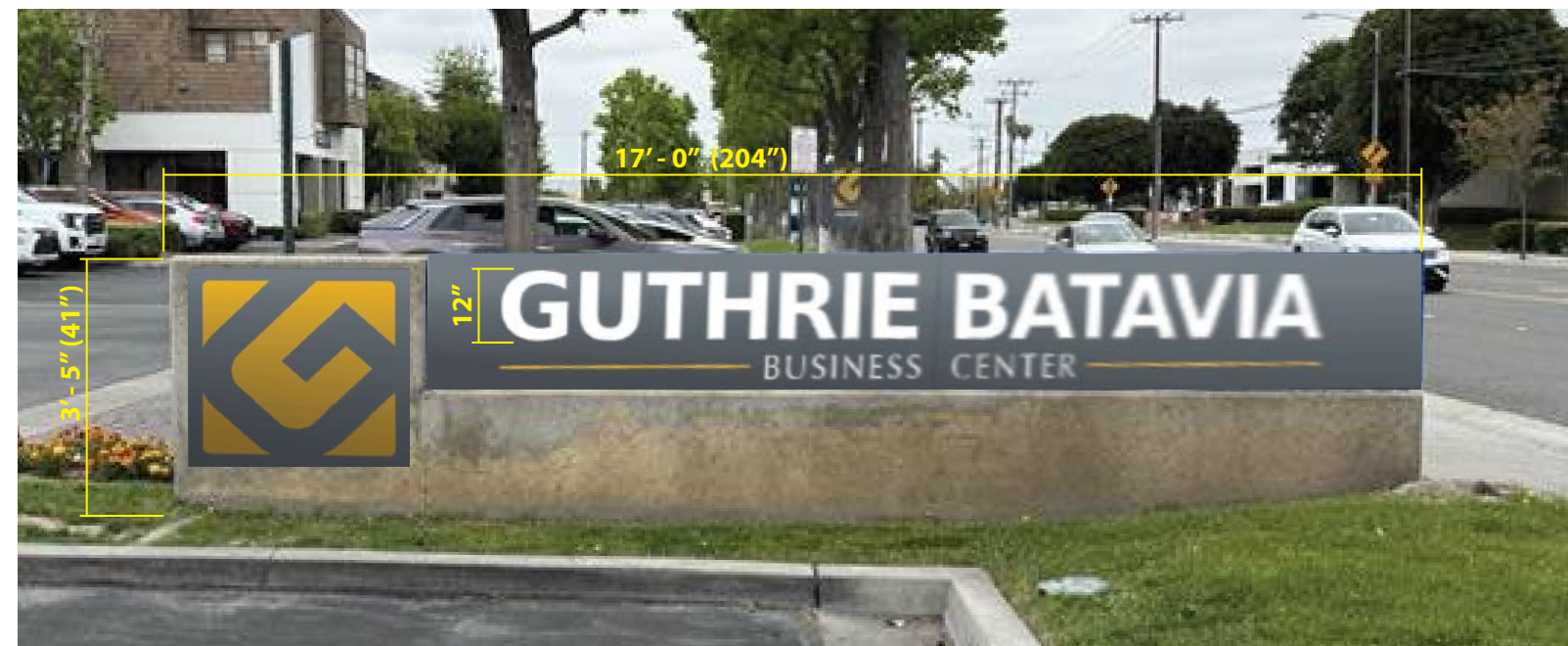
- **ILLUMINATION:** NO

- **COLOR PALETTE:**  Gray Background

- **MATERIALS:** EXISTING CONCRETE MONUMENT SIGN  
UPDATED TO NEW NAME & BRANDING



EXISTING CONDITIONS



# TENANT WALL SIGNS

## 4.0 SIGN B - ALLOWED SIGN TYPES

ONE (1) SINGLE SIDED PANEL WALL SIGN PER BUILDING ENTRY TO DISPLAY TENANT NAME(S).

- **OVERALL SIZE:** 2' - 0" HEIGHT x 8' - 2" LENGTH x 1-1/2" DEPTH

- **COPY:** TENANT NAME / LOGO (ANY COLORS)

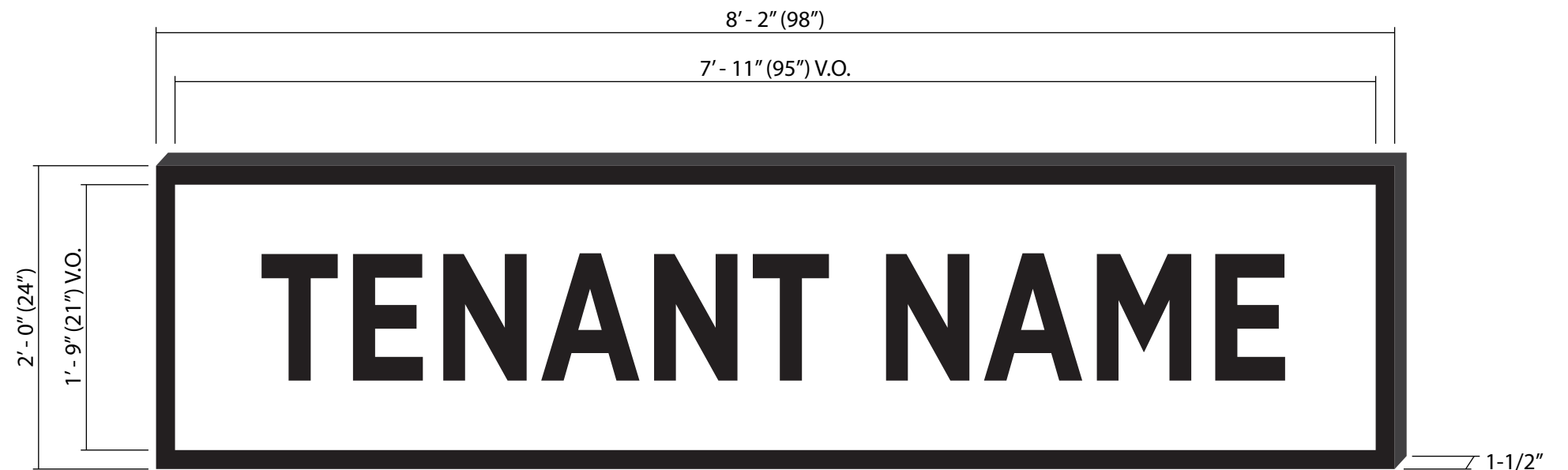
- **LETTER/LOGO HEIGHT:** SINGLE TENANT - NOT TO EXCEED 14" TALL  
MULTI-TENANT - TO FIT IN ALLOCATED SPACE  
(PANEL SPLIT FOR 2-4 TENANTS)

- **ILLUMINATION:** NO

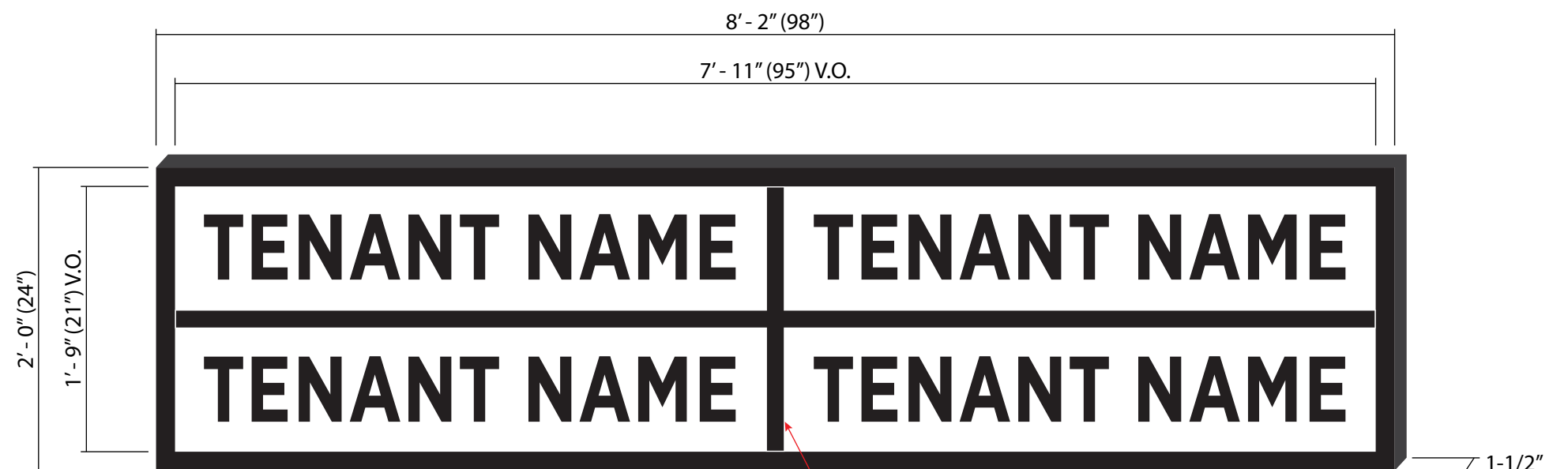
- **TYPE FACE:** ANY TENANT TYPEFACE / LOGO

- **COLOR PALETTE:**  Matthews Paint  
Black MP-LVS923

- **MATERIALS:** ALUMINUM FABRICATED CABINET SIGN  
1-1/2" ALUMINUM RETAINERS PAINTED (1) COLOR  
LEXAN INSERTS WITH OPAQUE VINYL ON FACE



**SIGN B1 - SINGLE TENANT**



**SIGN B2 - MULTI-TENANT (2-4 TENANTS)**

BLACK VINYL TENANT DIVIDERS ON FACE OF SINGLE INSERT

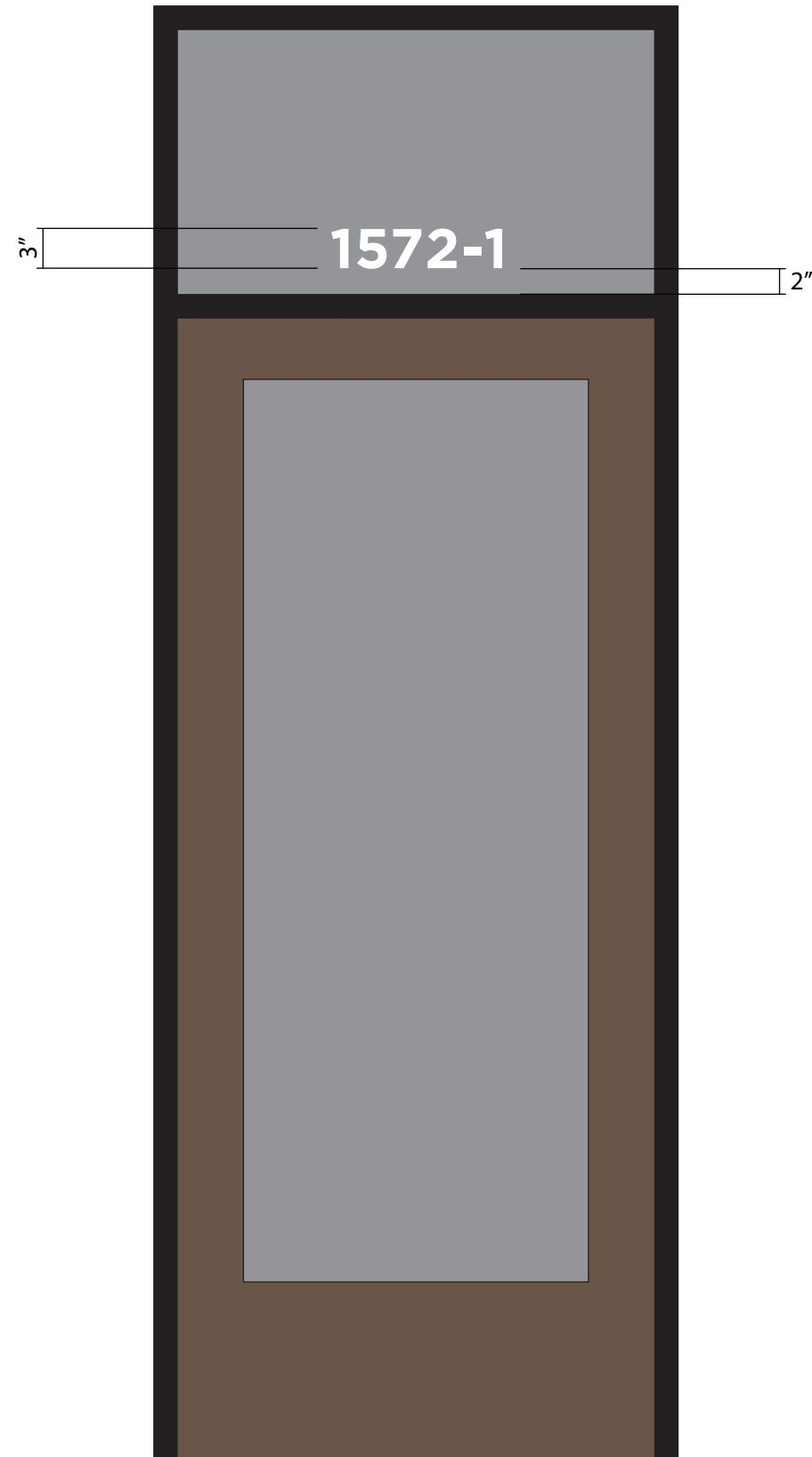


# BUILDING ADDRESS DOOR VINYL

## 5.0 SIGN C - ALLOWED SIGN TYPES

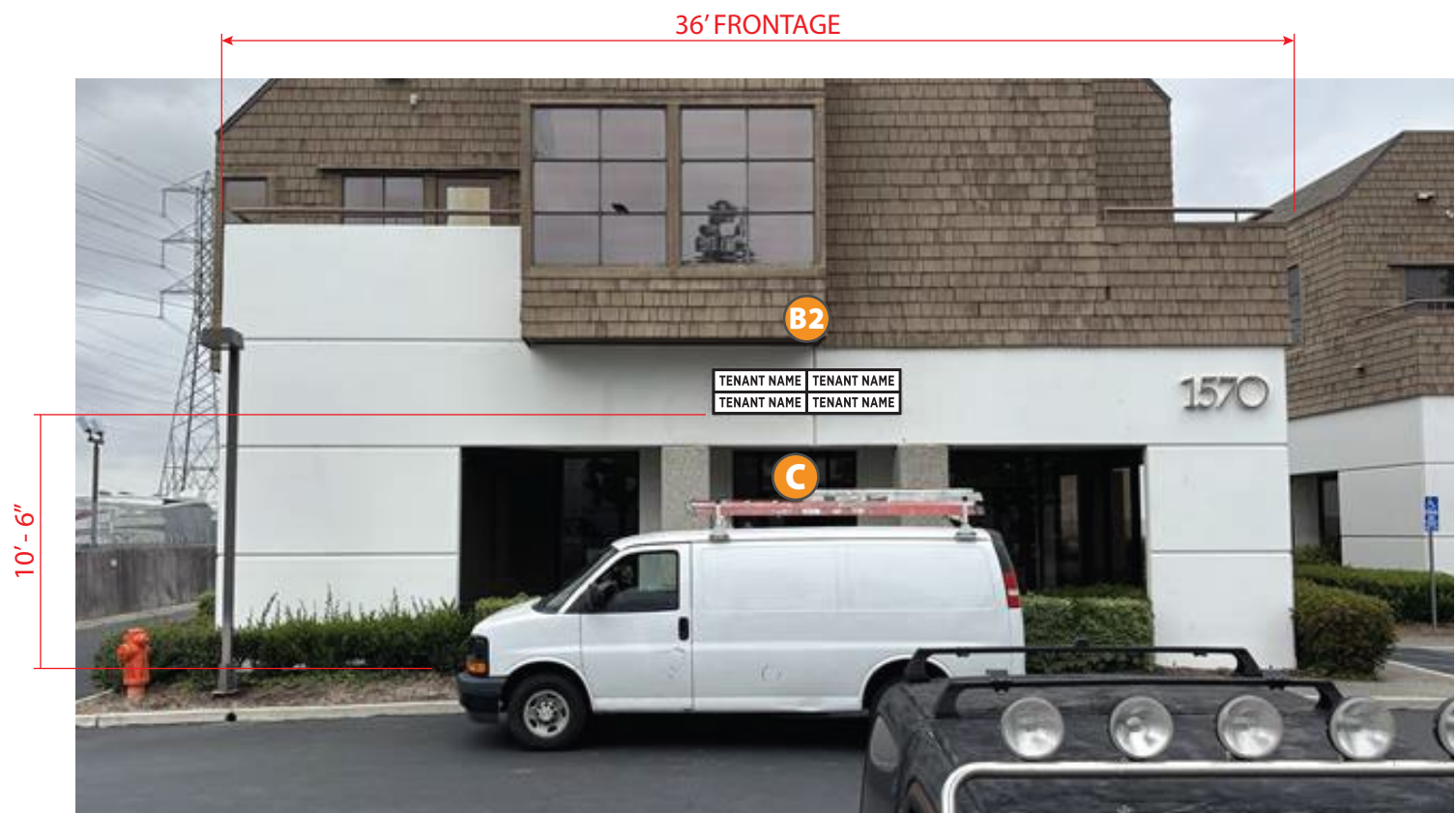
ONE (1) PER BUILDING MAIN ENTRY CUT WHITE VINYL DECAL TO DISPLAY BUILDING ADDRESS ABOVE DOOR.

- **COPY:** BUILDING ADDRESS
- **LETTER HEIGHT:** 3"
- **ILLUMINATION:** NO
- **TYPE FACE:** GOTHAM BOLD
- **MATERIALS:** CUT WHITE VINYL



# BUILDING 1570 ELEVATIONS

## 6.1 ALL SIGN ELEVATIONS

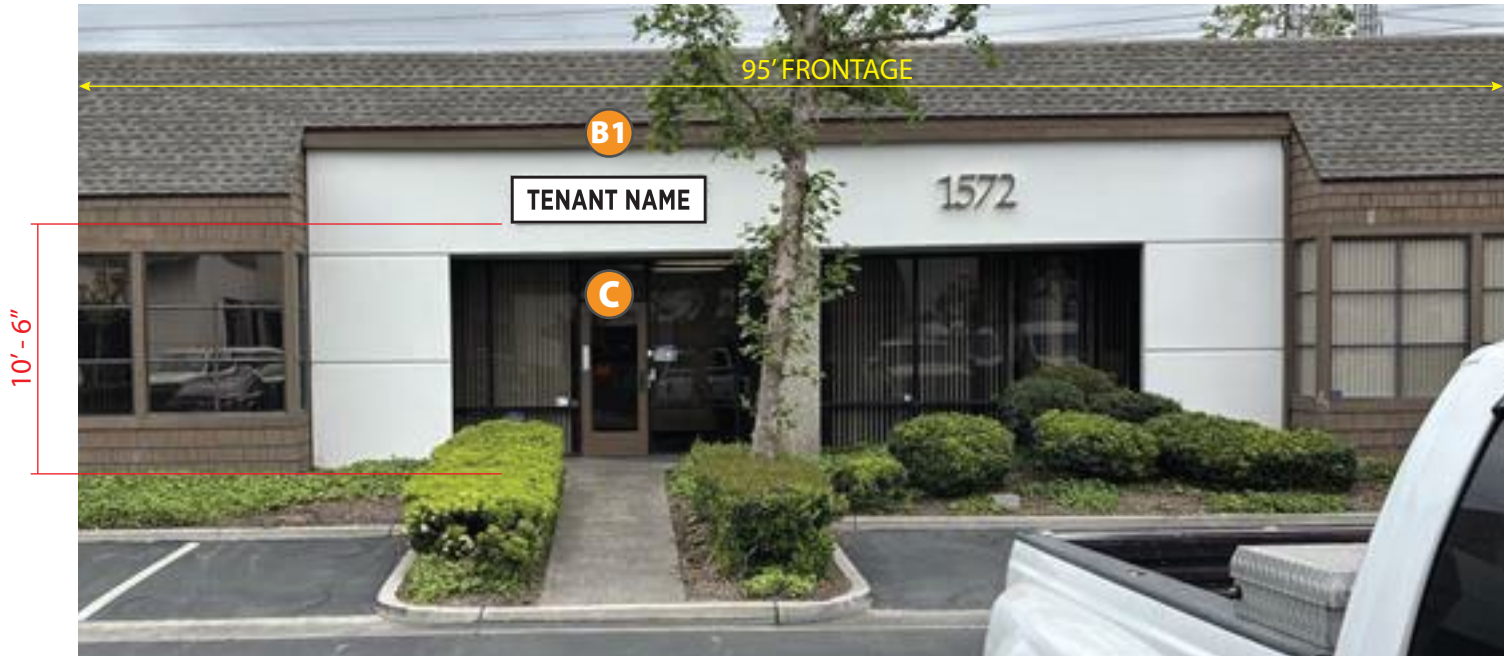


EAST FACING ELEVATION  
SCALE: 1/2" = 4'

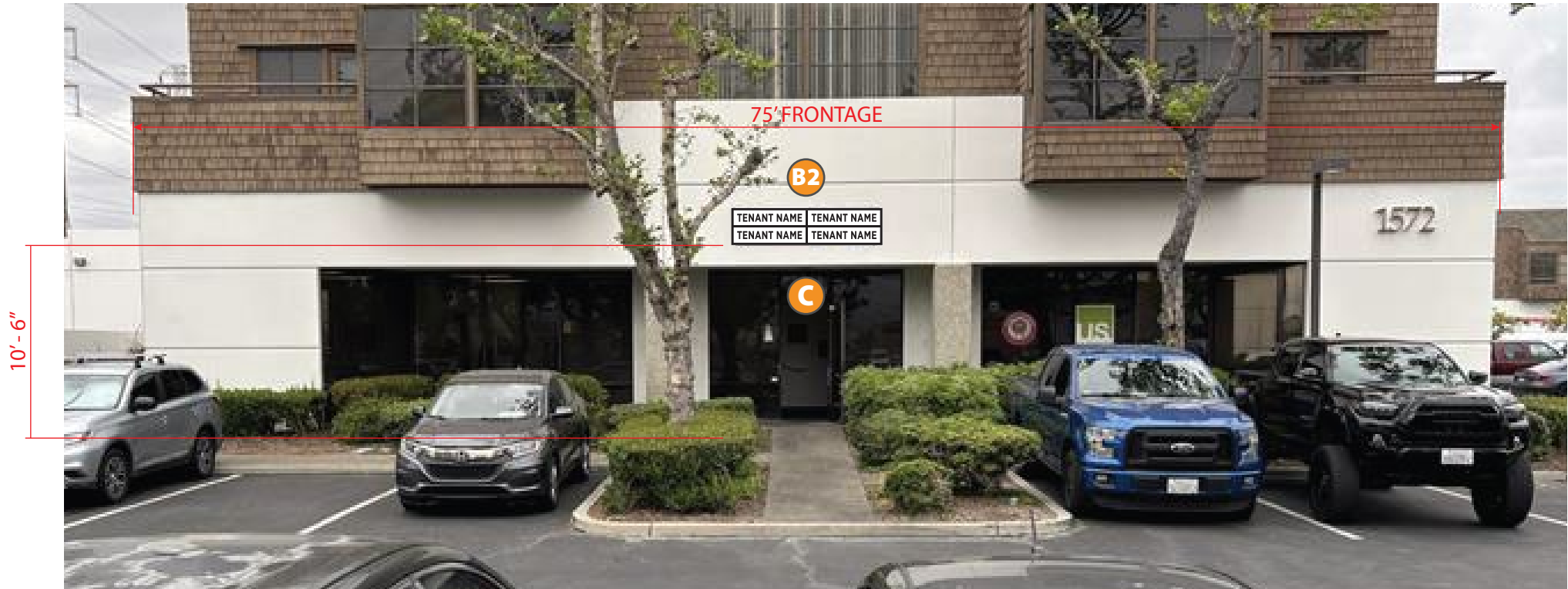


# BUILDING 1572 ELEVATIONS

## 6.2 ALL SIGN ELEVATIONS



NORTH FACING ELEVATION  
SCALE: 1/2" = 4'



EAST FACING ELEVATION  
SCALE: 1/2" = 4'

# BUILDING 1574 ELEVATIONS

## 6.3 ALL SIGN ELEVATIONS



NORTH FACING ELEVATION  
SCALE: 1/2" = 4'



# BUILDING 1576 ELEVATIONS

## 6.4 ALL SIGN ELEVATIONS



NORTH FACING ELEVATION  
SCALE: 1/2" = 4'

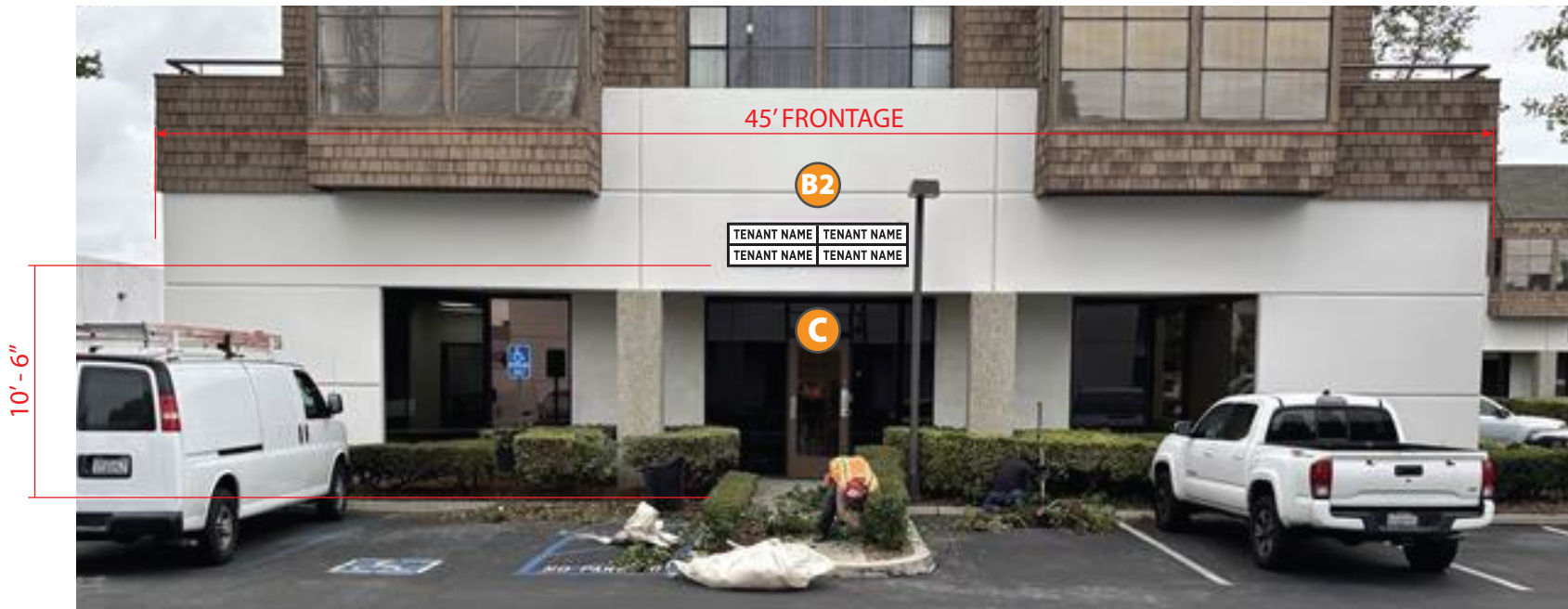


EAST FACING ELEVATION  
SCALE: 1/2" = 4'



# BUILDING 1588 ELEVATIONS

## 6.5 ALL SIGN ELEVATIONS



SOUTH FACING ELEVATION  
SCALE: 1/2" = 4'



EAST FACING ELEVATION  
SCALE: 1/2" = 4'





# BUILDING 1590 ELEVATIONS

## 6.6 ALL SIGN ELEVATIONS



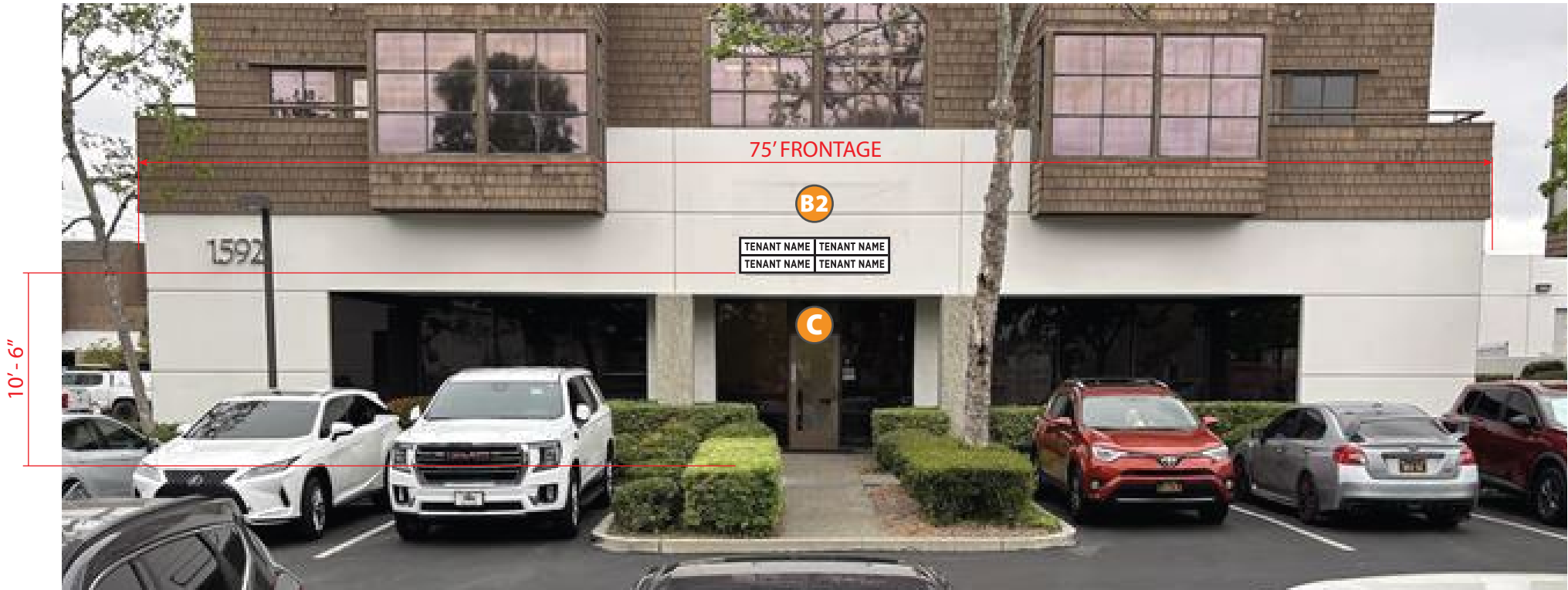
SOUTH FACING ELEVATION  
SCALE: 1/2" = 4'

# BUILDING 1592 ELEVATIONS

## 6.7 ALL SIGN ELEVATIONS



SOUTH FACING ELEVATION  
SCALE: 1/2" = 4'

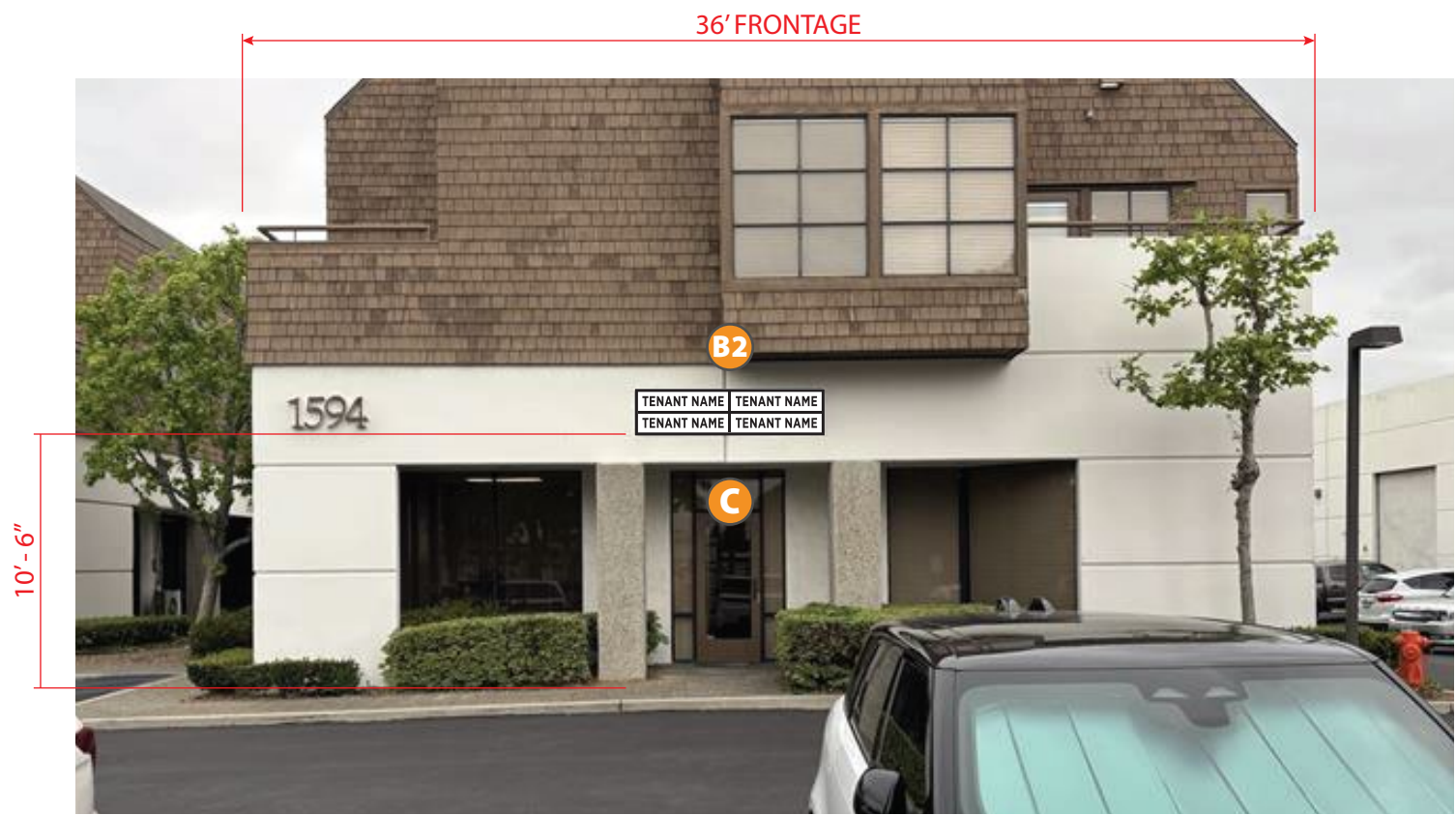


EAST FACING ELEVATION  
SCALE: 1/2" = 4'



# BUILDING 1594 ELEVATIONS

## 6.8 ALL SIGN ELEVATIONS



EAST FACING ELEVATION  
SCALE: 1/2" = 4'