

## Instructions: Sign Request

The Sign Request Form is to be completed by the Requestor / Tenant and mailed to [LAWASignRequest@lawa.org](mailto:LAWASignRequest@lawa.org) in order to initiate a Sign Request. If assistance is needed completing the form or providing supporting documents, please email our sign team at [LAWASignRequest@lawa.org](mailto:LAWASignRequest@lawa.org) within Planning and Development (PDG). In order to ensure timely processing, please complete all fields and attach all the required documents.

### Sign Request Form, Page 1:

**Project Name:** Enter a concise name for the project including the location, and scope.  
For example: ABC Airlines - LAX Terminal 1 - Office Relocation Sign Package

**Project Location:** Check the appropriate box to indicate the airport location.

**Is This Request for a:** Please indicate the type of sign you are requesting.

**Contact Information:** This field should indicate the Authorized Agent to be copied on all correspondence related to this request. Include the Authorized Agent's name, address, email, and phone number.

**Designated Representative Contact Information:** This field should indicate a Project Representative, if different from the Contact above, to be copied on all correspondence related to this request. Include the Designated Representative's company, name, address, email, and phone number.

**Project Element:** Check all boxes that apply to the project. If the project Element involves Airside, Landside, Terminal, or Other, (Cargo, off-site Bldgs. owned by LAWA, etc.) please specify/explain.

**Estimated Milestones:** Include an estimation completion and start dates for each phase of the project (design, design review, production, and installation)

The lower grayed portion of the form is for internal use only. Please do not mark this area.

### Sign Request Form, Page 2:

**Project Scope:** Please include a thorough description of the project, which clearly communicates the project scope. This narrative should describe existing conditions; identify what is being changed, and why the change is taking place. Provide explanation as necessary regarding the project impacts and any unique attributes (variances, waivers, etc).

**Impacts:** Check any and all boxes indicating possible areas of impact that are applicable to the project.

**Sign Boxes:** Indicate if the project includes addition or removal of sign boxes. If yes, indicate if this is in an existing building area or is part of a new building area to be constructed.

**List of Attachments:** List all attachments to the Sign Request Form. Please see Attachments section below for information on required attachments.

### Attachments:

Please submit the following items along with the completed Sign Request Form.

**Note: Each attachment must be ≤ 10 MB. Readable PDF files preferred.**

**Exhibits:** Drawings, cut sheets, photographs, renderings, etc. clearly illustrating the scope of work.

For more information regarding tenant projects, please visit our website here: [http://www.lawa.org/welcome\\_LAWA.aspx?id=4162](http://www.lawa.org/welcome_LAWA.aspx?id=4162)

## Sign Request Form

<b>Project Name:</b> _____	<b>Please check all that apply.</b>		
<b>Project Location:</b> _____ _____ _____	<table border="0" style="width:100%;"> <tr> <td style="width:50%; vertical-align: top;"> <b>Project Location:</b>  <input type="checkbox"/> LAX  <input type="checkbox"/> VNY         </td> <td style="width:50%; vertical-align: top;"> <b>Is This Request for:</b>  <input type="checkbox"/> Directional Overhead  <input type="checkbox"/> Directional  <input type="checkbox"/> Identification  <input type="checkbox"/> Information  <input type="checkbox"/> Regulatory/Safety  <input type="checkbox"/> Other         </td> </tr> </table>	<b>Project Location:</b> <input type="checkbox"/> LAX <input type="checkbox"/> VNY	<b>Is This Request for:</b> <input type="checkbox"/> Directional Overhead <input type="checkbox"/> Directional <input type="checkbox"/> Identification <input type="checkbox"/> Information <input type="checkbox"/> Regulatory/Safety <input type="checkbox"/> Other
<b>Project Location:</b> <input type="checkbox"/> LAX <input type="checkbox"/> VNY	<b>Is This Request for:</b> <input type="checkbox"/> Directional Overhead <input type="checkbox"/> Directional <input type="checkbox"/> Identification <input type="checkbox"/> Information <input type="checkbox"/> Regulatory/Safety <input type="checkbox"/> Other		
<b>Contact Information:</b> _____ <i>Company</i> <span style="float:right;"><i>Authorized Agent</i></span> _____ <i>Address</i> _____ <i>City</i> <span style="margin-left: 100px;"><i>State</i></span> <span style="float:right;"><i>Zip Code</i></span> _____ <i>Email</i> <span style="float:right;"><i>Phone Number</i></span>	<b>Project Element: (Check all that apply.)</b>  <input type="checkbox"/> Airside: <input type="checkbox"/> Apron: _____ <input type="checkbox"/> Cargo Facility: _____ <input type="checkbox"/> Other : _____  <input type="checkbox"/> Landside <input type="checkbox"/> Roadway: _____ <input type="checkbox"/> Parking: _____ <input type="checkbox"/> Other: _____  <input type="checkbox"/> Terminals <input type="checkbox"/> Terminal 1 <input type="checkbox"/> Terminal 5 <input type="checkbox"/> Terminal 2 <input type="checkbox"/> Terminal 6 <input type="checkbox"/> Terminal 3 <input type="checkbox"/> Terminal 7 <input type="checkbox"/> Terminal 4 <input type="checkbox"/> Terminal 8  <input type="checkbox"/> Terminal B  <input type="checkbox"/> Midfield Satellite Concourse (MSC)  <input type="checkbox"/> Infrastructure/CUP  <input type="checkbox"/> Other _____		
<b>Designated Representative Contact Information:</b> _____ <i>Company</i> <span style="float:right;"><i>Primary Contact</i></span> _____ <i>Address</i> _____ <i>City</i> <span style="margin-left: 100px;"><i>State</i></span> <span style="float:right;"><i>Zip Code</i></span> _____ <i>Email</i> <span style="float:right;"><i>Phone Number</i></span>			
<p style="color: red;"><b>Estimated milestones are subject to change depending upon size and complexity of the Sign Submittal.</b></p> <b>Estimated Milestones:</b> Proposed Design Start Date: _____ Proposed Design Completion Date: _____ Proposed Design Review by LAWA: _____ Proposed Production Start Date: _____ Proposed Installation Date: _____ Proposed Punch Walk Date: _____  <b>Estimated Date for Design Review:</b> 30% _____ 60% _____ 90/100% _____	Please allow 30 days for any Area or Utility Shutdowns (ASR/USR). All shutdowns shall be coordinated with the Shutdown Control Center (SCC)		

# Sign Request

**Project Scope:** Please provide specific details of all components of the project.

**Impacts:** (Please check all that apply.)

- |   |  |  |   |
|---|--|--|---|
| <p><b>Utilities:</b></p> <input type="checkbox"/> Electrical<br><input type="checkbox"/> Telecommunication / IT<br><input type="checkbox"/> Tenant <input type="checkbox"/> LAWA<br><input type="checkbox"/> Life Safety System<br><input type="checkbox"/> Other _____ | <p><b>Special Equipment:</b></p> <input type="checkbox"/> <input type="checkbox"/> Crane - FAA 7460<br><input type="checkbox"/> Other _____  | <p><b>Signage:</b></p> <input type="checkbox"/> Static<br><input type="checkbox"/> Dynamic<br><input type="checkbox"/> Interior<br><input type="checkbox"/> Exterior<br><input type="checkbox"/> Other _____ | <p><b>Signage Type:</b></p> <input type="checkbox"/> FIDS/ GIDS/ BIDS/ Etc.<br><input type="checkbox"/> Temporary<br><input type="checkbox"/> Digital Directory<br><input type="checkbox"/> Wayfinding<br><input type="checkbox"/> Regulatory<br><input type="checkbox"/> Informational<br><input type="checkbox"/> AOA |
| <p><b>Traffic:</b></p> <input type="checkbox"/> Traffic Impact<br><input type="checkbox"/> Other _____  | <p><b>Affected Agencies/Tenants:</b></p> <input type="checkbox"/> TSA<br><input type="checkbox"/> CBP<br><input type="checkbox"/> FAA<br><input type="checkbox"/> Airlines: _____<br><input type="checkbox"/> Concessions: _____<br><input type="checkbox"/> Other _____ |  |   |

Does the Sign Request include adding Power or Telecommunications?

- No     Yes

Will the Project require a laydown area outside of your leasehold?

- No     Yes    If Yes, Approximate Area Required: \_\_\_\_\_

**Note: This is NOT a request for a laydown area. Any laydown areas shall be coordinated by the applicant.**

**List of Attachments:**

**Note: Each attachment must be ≤ 10 MB. Readable PDF files preferred.**