Community & Economic Development Department
Planning Division

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TEMPORARY SIGN APPLICATION

Temporary signs in non-residential and mixed-use districts require the issuance of a ministerial permit based on the applicant's statement of compliance with the applicable requirements of Chapter 19.620 – General Sign Provisions of the Zoning Code.

Temporary Sign Definition. A sign or advertising display constructed of fabric, cardboard, plywood, or other light material, with or without a frame that is designed or intended to be displayed for a short period of time. Temporary signs do not include portable signs such as A-frame signs permitted as a permanent sign and that are required to be removed during non-business hours.

APPLICATION PROCESSING

Temporary sign owners or their representatives must apply for a Temporary Sign Permit by completing a Temporary Sign Review Application form (attached) that specifies the standards and requirements for temporary signs. By completing and signing the form, including the "Statement of Compliance" Section, the applicant and property owner agree to comply with the requirements of Zoning Code Section 19.620.090 – Temporary Signs.

The application process involves a simple over-the-counter review. Upon acceptance of a complete application, the Zoning Administrator shall issue an identification label with a number that shall be affixed to the temporary sign or signs being erected.

FILING FEES

Currently there is no fee required for a Temporary Sign Review. On October 22, 2015, the City Council adopted Ordinance No. 7300 – a comprehensive update to the General Sign Provisions – Chapter 19.620 of the Zoning Code which established a new permit requirement for temporary signs to begin with initial no-fee trial period. It is the intent that the no-fee period would continue until such time a cost recovery analysis could be performed to establish an appropriate yet minimal fee amount.

SUBMITTAL REQUIREMENTS

Indicate scale on all drawings. Clearly label all photographs.

- ☐ One (1) copy of a completed Temporary Sign Review Application.
- ☐ Three (3) sets- Site plan and building elevations showing locations, number, and size of signs, a description of the sign materials and the dates that the sign or signs will be placed and removed.

TEMPORARY SIGN REQUIREMENTS (ZONING CODE SECTION 19.620.090)

NUMBER

The maximum number of temporary signs that may be displayed by any establishment at the same time is subject to compliance with the applicable requirements of this section. The number and area of temporary signs shall not be included in the calculation of aggregate permanent sign area.

SIGN AREA AND DIMENSIONS

The following types of temporary signage are permitted if they comply with the following standards and requirements:

- **Banners:** One banner not exceeding 25 percent of the area of a building wall or window of the establishment that is stretched and secured flat against the building wall, window, and does not extend higher than the building eave or parapet wall. No more than one banner is permitted per street frontage for each individual establishment. All such signs shall be securely fastened at each corner to resist displacement by wind or similar disturbances and shall have wind cuts as necessary to reduce sign billowing or sailing.
- **Portable Signs:** Establishments may have 1 portable "A-frame" or similar type up to 6 square feet in area and 36 inches in height. Portable signs shall be weighted to resist displacement by wind or similar disturbances and shall only be displayed during hours when the establishment is open. Portable signs may not be placed in the public right-of-way or in any location where they will impede or interfere with pedestrian or vehicular visibility or traffic.
- **Balloons and Balloon Arches:** Individual balloons and balloon arches shall be allowed if they are securely fastened to permanent structures and set back from all driveways and from the public right-of-way a distance equal to the tether of the balloon. Individual balloons shall not exceed 24 inches in diameter. Balloons and balloon arches or clusters shall be tethered at a height that does not exceed the height of the building containing the subject establishment. Any balloon that exceeds 24 inches in diameter shall be considered an inflatable structure and is prohibited.
- **Window Signs:** Allowed.

MATERIAL

Temporary exterior signs shall be made of a durable weather-resistant material.

DURATION

The display of temporary signs is limited to maximum of 30 consecutive days.

DURATION EXCEPTION

The consecutive display period may be greater than 30 days for the period beginning one week before Thanksgiving and ending one week after New Year's Day. Signs for promotional events and sales shall be removed within 7 days of the conclusion of the event and shall be limited to a maximum of 60 total days per year per individual establishment. The total number of days during which all temporary signage including holiday promotions may be displayed shall not exceed 60 days per year.

ILLUMINATION

Temporary signs shall not be illuminated.

SIGN REVIEW APPLICATION

PROJECT INFORMATION

Site Address: _____ Assessor's Parcel Number(s): _____ Zoning: _____

Name of Business/Establishment: _____ Number of Temporary Signs: _____

Type of Sign(s)	Number of Signs	Square Footage of Sign(s)	Start Date	End Date	Total Days

APPLICANT INFORMATION

Firm/Company Name: _____

Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Mobile: _____

Email: _____

BUSINESS/PROPERTY OWNER INFORMATION

Legal Property Owner Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Mobile: _____

Email: _____

_____ _____

Property Owner Signature Date

STATEMENT OF COMPLIANCE

I have read the City's Temporary Sign Requirements as described in the Temporary Sign Requirements Section of this application package including Appendix A – Standards for Specific Temporary Sign Types (Section 19.620.090 of the General Sign Provisions of the Zoning Code) and I agree to abide by these requirements including but not limited to requirements related to number, type, sign area and dimensions, material, and duration requirements.

I also acknowledge that for temporary signs in violation of the City's temporary sign requirements or temporary signs that have been erected without obtaining a Temporary Sign Permit will be subject to Code Enforcement action requiring removal of the temporary sign and correction of the violation.

_____ _____

Property Owner Signature Date

_____ _____

Applicant Signature Date

STAFF USE ONLY

Planner's Initials: _____ Submittal Date: _____

APPENDIX A – STANDARDS FOR SPECIFIC TEMPORARY SIGN TYPES

REAL ESTATE SIGNS

For Real Estate Offered for Sale, Rent or Lease (Not Including Transient Occupancy). On-premises signs conveying information about the sale, rental, or lease of the appurtenant lot, premises, dwelling, or structure, may be displayed without permits in any district if they comply with the regulations and conditions of this subsection. Signs allowed under this section shall be removed within 7 days following the closing of the proposed transaction or the withdrawal of the offer or solicitation. The provisions of this subsection do not apply to signs for transient occupancy.

a) Residential Properties. Signs may be displayed on a property with a residential principal use subject to the following regulations and conditions:
    i) One freestanding real estate sign may be displayed on each frontage;
    ii) Signs shall not exceed 4 square feet in area or 6 feet in overall height.
b) All Non-residential Properties. On non-residential properties, and properties containing both legal residential and non-residential uses, real estate signs may be displayed, using either of the following options:
    i) Freestanding signs. One maximum 24 square foot, 8 foot high, double-faced, freestanding for sale, rental or lease sign per street frontage is permitted.
        (a) On sites with more than 1 frontage or on interior lots at least 2½ acres in size, an option of placing the sign faces at a 45-degree angle to each other is permitted.
        (b) Signs shall be located at least 2 feet from public sidewalks and 12 feet from the curb line or from the pavement where curbs are lacking. In no case shall signs be placed in the public right-of-way.
        (c) If a building sign is installed as permitted in sub-section ii below, the freestanding sign herein described shall not be permitted.
    ii) Building Signs. In lieu of a permitted freestanding sign, 1 real estate sign per frontage, a maximum 24 square feet in area shall be permitted for buildings or occupancies within 63 feet from the back of the curb or from the edge of the paved portion of the public right-of-way where curbs are lacking. In the event a freestanding sign or signs are installed as permitted in subsection b, such a building sign shall not be permitted.

DIRECTIONAL SIGNS FOR OPEN HOUSES

Notwithstanding any other provision in this Chapter, up to three off-site signs directing the public to "open house" events for the viewing of lots, premises, dwellings or structures that are for sale, lease, or rent, are permitted subject to the approval of the property owner provided they comply with the following standards:

a) No sign or signs shall exceed 4 square feet in area, or 3 feet in height from finished grade.
b) The sign or signs may not be placed more than 12 hours before the start or remain more than 12 hours after the conclusion of the open house event.

SUBDIVISION SIGNS

In all zones, a maximum of three unlighted double-faced temporary subdivision signs, not exceeding 40 square feet in area per display face and 15 feet in overall height, may be erected and maintained with a subdivision during sale of the lots. Such signs shall be located within the subdivision and shall be a minimum distance of 300 feet apart from each other. All signs shall be removed at the close of escrow of the model complex houses.

CONSTRUCTION SITE SIGNS

Unlighted freestanding or wall signs not exceeding 32 square feet in area and 10 feet in height are allowed in all zones. All such signs shall be displayed only on the lot or parcel on which the construction is occurring and only during the construction period. Such signs and support structures and fasteners shall be totally removed prior to release for occupancy.

PROTECTED NON-COMMERCIAL POLITICAL AND FREE SPEECH SIGNS ON RESIDENTIAL USES

Non-illuminated temporary signs displaying protected non-commercial messages, maximum 4 feet in height, totaling no more than 6 square feet in area; may be displayed at any time. However, during the period of time beginning 60 days before a general, special, primary or runoff election, and ending 15 days after such election, the amount of display area may be doubled. Flags do not count toward the signage allowed under this provision. This display area allowance is in addition to that allowed under the message substitution policy.

PROTECTED NON-COMMERCIAL POLITICAL AND FREE SPEECH SIGNS ON COMMERCIAL, BUSINESS, INDUSTRIAL AND MANUFACTURING USES

On commercial, business, industrial, and manufacturing uses, non-illuminated temporary signs displaying protected non-commercial messages, maximum 6 feet in height, totaling no more than 25 square feet in area; may be displayed at any time. However, during the period of time beginning 60 days before a general, special, primary, or runoff election, and ending 15 days after such election, the amount of display area may be doubled. Flags do not count toward the signage allowed under this provision. This display area allowance is in addition to that allowed under the message substitution policy.