
TEMPORARY SIGNS

How to apply for a Temporary Sign Permit

What should I do before displaying a temporary sign?

Prior to displaying a temporary sign, which contains commercial sign copy, the owner of such sign shall register the sign with the Planning Division by completing a Temporary Sign Application provided by the City. The application shall include the owner's and applicant's names, addresses, and telephone numbers, as well as the exact location and display dates.

Prior to displaying a temporary sign in the Downtown Specific Plan (DSP) Areas, a site plan must be submitted with the completed application. The site plan shall include, but not be limited to, locations and sizes of all structures, location and size of the temporary sign, colored photo of temporary sign, etc.

How long can I display a temporary sign and where?

A temporary sign displaying commercial sign copy shall be displayed no more than 35 days in any 3-month period on private property. Except for signage pursuant to Civil Code Section 713, which advertises that a property is for sale, lease, or exchange by the owner or a agent, and gives directions to the property, and the owner's or agent's name, address and telephone number.

What temporary signs are permitted and what are the restrictions in displaying them?

Residential Zoning Districts: A temporary sign may be placed on private property in a residential zoning district subject to the following:

- A. Non-commercial Signs (any message which is determined not to be commercial (i.e. campaign signs, non-profit signs, etc.)):
 - Maximum four square feet per sign
 - No limit on the number of signs
 - Signs must be a stake sign only
- B. Commercial Signs (any sign whose prevailing message proposes a commercial transaction):
 - Signage pursuant to Civil Code Section 713 may be freestanding or wall mounted
 - Signs pursuant to a Master Sign Program associated with a residential development are exempt, except they may not exceed 32 square feet and may not exceed one per parcel

- C. A temporary sign may be placed in the designated public right-of-way (the area within ten feet of the face of the curb and any backing lot landscape easement areas) subject to the following:

Non-commercial Signs:

- Signs must be stake signs with a maximum size of four square feet
- No two signs with the same copy shall be placed closer than 50 feet from each other per street frontage
- Corner properties may have two of the same sign at the corner
- All non-commercial signs shall be removed within 5 days after the event to which they pertain

Commercial Signs (including garage sale and real estate signs):

- Signs must relate to an activity permitted within a residential zoning district
- Signs are only allowed on Thursdays, Saturdays and Sundays
- Signs are limited to four square feet
- Only one sign per each advertised activity (e.g. a house for sale, etc.) may be placed at each street intersection leading from the two nearest major streets, reflecting two independent access routes, to the site of the advertised activity

- D. No temporary Commercial or Non-commercial signs are permitted on public property or to be placed in the street or median areas.

What is the fee?

The fee to display a temporary sign is \$140.00 per 3-month period and per location. There is no fee required to display temporary signage in the DSP Areas.

The following signs are prohibited in all zoning districts.

- A sign in conjunction with home occupation
- A flashing, moving, animated, blinking or rotating sign whose illumination changes with time, or which is designed in a manner to simulate motion
- A sign constructed in such a manner as to create a traffic hazard by creation of glare, obstruction of vision, or at a location where it may interfere with, obstruct the view of, or be confused with, any authorized traffic sign
- A sign which includes noise making devices
- A window sign that covers more than 50% of the window area
- A billboard or roof signs (erected upon or extending above any part of a roof or parapet of a building)
- Pennants
- Balloons and inflatable devices
- Pole signs
- Internally illuminated panel (can) signs

What temporary signs are permitted and what are the restrictions?

Each parcel shall have no more than one commercial freestanding A-frame, window painting, banner sign or stake sign. Temporary signage shall not exceed one-half the maximum sign area permitted for a tenant's permanent signage. Below are examples of permitted temporary signs and the restrictions:

- Freestanding A-Frame signs: A-frame signs may only be displayed during daylight hours and must be placed on private property or in a landscaped area and the maximum size is thirty inches wide by forty-eight inches tall
- Window paintings that do not exceed 50% of the window area
- Banner signs, not more than one-half the maximum area permitted for a permanent sign in the zoning district in which the parcel is located. (Note: Banner signs over 10 square feet and located in the DSP Areas may be subject to Minor Design Review (staff level))
- A Beacon sign – no more than one beacon sign per parcel; may be displayed no more than 10-days per year; must be located on-site; and, may not create a hazard to pedestrians, vehicles, or aircraft due to its location or movement
- Stake sign constructed of paper or plastic mounted on a wood or metal stick

If you should have any questions regarding Temporary Signs, please contact the Planning Division at (925) 960-4450.