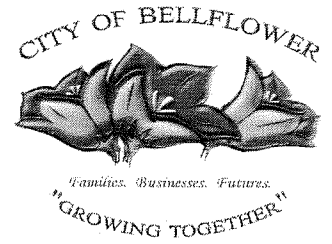




# Citizen's Guide and Application to Temporary Banner Permits



## *What is a Temporary Banner Permit?*

A Temporary Banner Permit is a permit that allows businesses in the City to display temporary signs for the legitimate promotion of the following uses:

- Business Activities
- Civic Announcements
- Special Sales
- Community Activities and Ceremonies
- Other Seasonal or Special Advertisement
- Grand Opening or Under New Management

Pursuant to B.M.C. 19-16-11, Temporary Banner Permits apply to businesses located within the C-G (General Commercial), M-1 (Light Industrial) T-C (Town Center), P (Public Uses), and O-S (Open Space) Zones.

### ***All Temporary Banner Permits shall meet the following requirements per B.M.C. 19-16-11:***

- 1) A maximum amount of three (3) banners are allowed for any business within a single-calendar year (i.e. January 1, 2006 to December 31, 2006).
- 2) The maximum time period of any single banner permit is sixty (60) days. However, permits may be issued for time periods less than sixty (60) days.
- 3) The total display period for all banners may not exceed 120 calendar days.
- 4) All permitted banners shall be constructed of durable material that will not be easily damaged during the display time period. All damaged banners shall be in violation of these requirements; and
- 5) All permitted banners shall be affixed to the face of the façade of the building where the business is located.

### **APPLICATION SUBMITTAL REQUIREMENTS:**

- Completed Temporary Banner Permit Application
- \$42 Application fee for each banner
- Two (2) copies of banner sign plan (include information about the color, text, and size of banner(s))
- Two (2) conceptual drawings showing where the banner(s) will be placed. Photos are okay.

**Note:** The applicant shall file the Temporary Banner Permit Application with the Planning Division before placing a banner at said location.

Business License #: \_\_\_\_\_ APN: \_\_\_\_\_

Business Name: \_\_\_\_\_ Zone: \_\_\_\_\_ Area: \_\_\_\_\_

Business Address: \_\_\_\_\_ Business  
Phone: \_\_\_\_\_  
Fax #: \_\_\_\_\_

Applicant/Contact: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Fax #: \_\_\_\_\_

**Note: This box may be used to illustrate location of proposed banner**

**NARRATIVE OF PROPOSED TEMPORARY BANNER DISPLAY**

Banner displayed: From: \_\_\_\_\_ To: \_\_\_\_\_  
(example: 12/07/06 12/28/06)

Total Square Feet: (multiply length times width of the banner) \_\_\_\_\_

Banner Location on Building: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_ (check one)

Banner Content: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note: All of the above documents and materials when submitted shall be retained by the City as part of the Public Records file. Incomplete submittals will result in rejection of application by staff or continuance of review date until completion of all requirements.**

**\*\*\*AFFIDAVIT\*\*\***

I, \_\_\_\_\_, declare that I am the business owner / authorized agent of property involved in this petition and that the statement and answers herein contained, and the information herewith submitted, are in all respects true and correct to the best of my knowledge and belief. I declare under penalty of law that the aforementioned is true and correct.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE: This application may be signed by the business owner, property owner or authorized agent.**

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_