

TEMPORARY SIGN PERMIT APPLICATION

CITY OF SIERRA MADRE

Development Services Department
232 West Sierra Madre Boulevard
Sierra Madre, CA 91024
Phone: 626-355-7138
Fax: 626-355-2251

Department Use Only

- ☐ Annual Permit.....\$ _____
☐ Temporary Sign and/or Display Permit...\$ _____

Note: A Temporary Outside Display permit shall not be granted in concurrence with an Annual Outside Display permit. An encroachment permit is required for all signs/displays that are located on public right of way.

Date submitted: _____

Date of approval: _____

Permit #: _____

Name of Applicant: _____ Phone #: _____

Address: _____

Location of Sign: _____

Dimensions/Sq ft. of sign: _____

Date of Permit Display: _____

Type of Material: _____

Name of Property Owner: _____ Phone #: _____

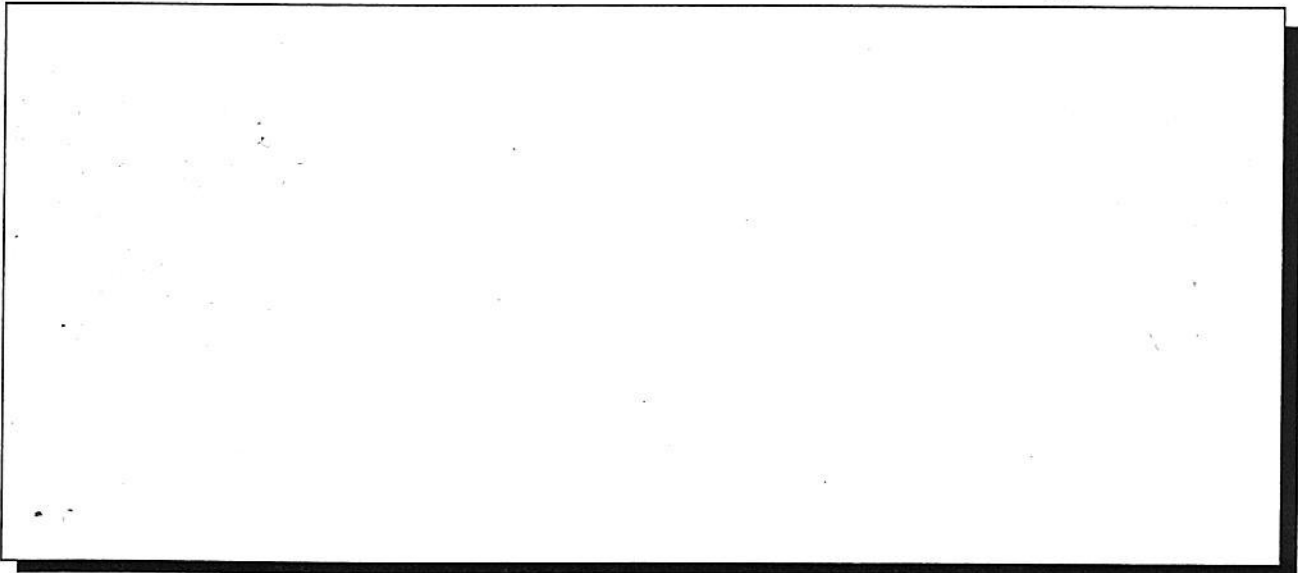
Address: _____

Name of Contractor: _____ Phone #: _____

Address: _____

State License No.: _____ City License No.: _____

Sketch your sign and its dimensions below and include a site plan with your application:



PERMITTED TEMPORARY SIGNS & DISPLAYS AND CONDITIONS FOR APPROVAL

ANNUAL PERMITS

<u>Outside Display</u>	<u>Portable Signs</u>
The display of goods & merchandise immediately outside a business	A movable temporary sign that is designed & placed immediately outside the location of a business
<u>Conditions for Approval</u>	<u>Conditions for Approval</u>
A dimensioned site plan shall be submitted that indicates the location of the outside display area.	A dimensioned site plan shall be submitted that indicates the location and size of the portable sign.
Displays shall not cover more than 50% of the width of the storefront and may only be displayed during normal business hours.	Signs shall not exceed a total sign area of twenty-four (24) square feet or twelve (12) square feet for each sign face and may only be displayed during normal business hours.
The maximum display depth shall be no greater than five (5) feet from the façade face or closer than five (5) feet to the edge of the sidewalk, with a maximum height of four (4) feet above sidewalk grade.	Portable signs shall be located immediately adjacent to the storefront or building façade and there shall be not be less than five (5) feet between the sign area and the edge of the sidewalk to allow for free & unobstructed pedestrian access.
An encroachment permit shall be obtained from the Public Works Department.	An encroachment permit shall be obtained from the Public Works Department.

TEMPORARY SIGN PERMITS

<u>Temporary Signs</u>
Any sign, banner, decorative flag, pennant, valance, advertising display, or other item intended to draw attention to, or provide information for a business.
An application must be filed with the Development Services Department which indicates the size and material of the temporary sign.
A maximum of four temporary sign permits may be approved for any single business location within a calendar year, with the total cumulative temporary sign display days not to exceed sixty (60) days. Any individual temporary sign permit shall not exceed the maximum time period of thirty (30) days.
Temporary signs shall be placed on the building façade. The attachment of banners, flags, pennants, or valances to trees, light & utility poles or similar configuration shall not be permitted.
If such temporary sign is placed on the public sidewalk, the applicant shall submit in addition to a temporary sign permit, a site plan indicating the location of the temporary sign and an encroachment permit shall be obtained from the Public Works Department.