



CITY OF PLEASANT HILL

PHONE (925) 671-5209

FAX (925) 682-9327

www.phillca.gov

100 Gregory Lane
Pleasant Hill, CA 94523

TEMPORARY SIGN PERMIT SUBMITTAL REQUIREMENTS

The submittal information shall be provided to the Planning Division. All submittal information shall be presented along with the Planning Division application form, related fees, and any additional information required by the Planning Division before the application can be accepted as complete.

All submittals shall be on 8.5" x 11" unless noted otherwise below. Please fold all plans so they are no larger than 8.5" x 11" in size.

Scale: The scale used on submittal plans shall generally be at a 1/8" = 1'0" for the architectural plans, 1" = 20' for site engineering plans. Include a north arrow, the scale and a bar scale on all plans.

Required <i>(if marked with an "O" submittal is optional, otherwise submittal is required, please check with the Planning Division)</i>	Submittal Requirement	Number of Copies
X	<u>Application form</u> - completed and signed by both the property owner and the applicant.	1
X	<u>Fee</u> – No fee for Temporary Sign Permits.	1
X	<u>Written statement</u> - describing the temporary signage, including graphics and lettering.	1
X	<u>Temporary Sign Details</u> – Drawings of all proposed signs indicating the size/dimensions of the temporary sign, lettering, colors and location on the building. <u>Temporary Freestanding Sign Details</u> – In addition to the requirement above, a site plan shall be provided that contains the following information: <i>Legal boundaries</i> - boundary lines, easements (with size and type called out), right-of-ways, trails, paths, utility poles and the like. <i>Streets and lots</i> - street layouts and lot design, off-street parking, and loading areas. <i>Site Features</i> - all existing and proposed buildings, sidewalks and structures.	1



APPLICATION FOR TEMPORARY SIGN PERMIT

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The City of Pleasant Hill allows signs for temporary signs and temporary portable signs six times annually for up to 20 days each time on any legally licensed business property for the purpose of promotions, temporary uses, and when a permanent sign is under review by the City. All other temporary signs are allowed six times annually for up to seven days each time.

I. GENERAL DATA

- A. Business Name _____
- B. Assessor's Parcel Number(s) _____
- C. Address of Property _____
- D. Sign Dimensions _____
- E. Sign Text & Graphics _____
- _____
- _____
- F. Dates Displayed _____
- G. Location Displayed _____

NOTE: See Pleasant Hill Municipal Code Section [18.60.057](#) for additional temporary sign regulations. No phone numbers, websites, and addresses are allowed on temporary signs.

II. AUTHORIZATION

In signing this application, I, as owner and/or as applicant, represent to have full legal capacity to, and hereby do authorize the filing of the application. If this application has not been signed by the property owner, attached is separate documentation of full legal authority to file this application. I agree to be bound by the conditions of approval of this application, subject only to the right to object at the hearing or during the appeal period.

I hereby certify under penalty of perjury under the laws of the State of California that the information in this application and any document submitted with or in support of this application are true and correct to the best of my knowledge and belief, and that copies of any documents submitted with or in support of this application are true and correct copies of unaltered original documents. I further understand that if I have provided information that is false, intentionally incomplete, or misleading I may be charged with a crime and subjected to fine or imprisonment, or both fine and imprisonment. (Penal Code Section 72)

A. Property Owner or Property Manager:

Name: _____

Address: _____

Email: _____

Phone: _____

Date: _____

Signature: _____

B. Applicant other than Property Owner:

Name: _____

Address: _____

Email: _____

Phone: _____

Date: _____

III. CITY

Temporary Sign Permit Approved: _____

Permit Number _____

Staff Approval Signature & Date _____



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TEMPORARY SIGN PERMIT

Application Guide

WHAT IS A TEMPORARY SIGN?

(PHMC §18.60.055)

- banner or similar sign
- flashing, moving, or animated signs
- searchlights
- flags, pennants, streamers, spinners, air blown, etc.
- portable sign



What are the purposes of a temporary sign:

- Advertise a special promotion
- Maintain tenant identity while an application for permanent signage is pending
- Warn of a temporary, dangerous condition

DO I NEED A PERMIT FROM THE CITY?

YES!, except for window signs

WHAT ARE WINDOW SIGNS?

Window signs are visible from outside the building and located within 5 feet of the interior of the window. Window signs no longer require a permit. Window signs are allowed if:



- The signs do not cover more than 30% of the total window area for each building frontage (glass doors are not included in the calculation of total window area);
- The signs are not located in a residential zoning district, nor directly facing a residential zoning district.

WHAT ARE THE REGULATIONS?

Temporary signs are allowed to be displayed six (6) times per year and include the following types with corresponding time lengths:

- Banners (temporary wall signs) can be on display for up to 20 days at a time.
- Flashing, moving, animated signs, including flags, pennants, streamers, spinners, air blown and the like (other temporary signs), can be on display for up to 7 days at a time.

The following information cannot be displayed on temporary signs:

- Address (including email addresses)
- Phone Numbers

Temporary wall signs are to be placed on the building structure and not on the roof or above the roof parapet.

HOW DO I APPLY FOR A TEMPORARY SIGN PERMIT?

1. Fill out and complete a temporary sign permit application (packet item #2).
2. Provide a diagram of the proposed temporary sign showing the appearance and text of the sign and the dimensions (how big?, how tall?) of the sign, and the location on the building where the sign will be placed.
3. Provide requested dates of display.
4. Please submit the provided information to the Planning Division (City Hall) at least 1 week before you intend to put the sign on display.

IS THERE A COST ASSOCIATED WITH A TEMPORARY SIGN PERMIT?

No, there is no cost.

WHERE DO I GET MORE INFORMATION?

Further information may be found in the Pleasant Hill Municipal Code, in the Sign Ordinance [PHMC 18.60](#) a copy may also be printed from the City of Pleasant Hill website www.phillca.gov or obtained directly from the Planning Division, 100 Gregory Lane, Pleasant Hill, CA 94523, 925-671-5209.