



TEMPORARY SIGN APPLICATION

835 East 14th Street, San Leandro, CA 94577 • Email planner@sanleandro.org • Leave a Message (510) 577-3325**Please complete this form and submit to the Planning Department****SIGN TYPE**☐ Grand Opening ☐ Special Promotion ☐ Other**EVENT LOCATION**☐ Indoors ☐ Private Sidewalk ☐ Parking Lot ☐ Tent
☐ Other**PROJECT ADDRESS****APN(s)****Lot Area (sq. ft.)****Zoning**www.sanleandro.org/zoning**# of Temporary Signs***(Attach sign elevations and a site plan if event is outdoors)***Hours of Operation****Sign Dimension(s)****Sign Area (sq. feet)****APPLICANT****Full Name**☐ Lessee**Legal Business Name****Mailing Address****Email****Phone****PROPERTY OWNER OR AUTHORIZED AGENT*** *(*Attach authorization document for the filing of this application)***Full Name**☐ Property Owner**Legal Business Name****Mailing Address****Email****Phone****SIGNATURES**

I (We) hereby certify under penalty of perjury that I (we) join in said application and that the statements and information contained herein are in all respects true and correct.

Applicant Signature**Date****Owner/Agent Signature****Date****General Information**

Temporary signs, banners, flags, and other advertising devices may be placed by individual tenants on a site for a maximum of two 15-day periods each calendar year, subject to the approval of the Zoning Enforcement Official, provided that the total temporary and permanent sign area shall not exceed 150% of permitted permanent sign area [ZC §4.12.112] and that the temporary devices do not create safety hazards or block signs identifying adjoining establishments.

OFFICIAL USE ONLY

Site Plan Req'd?	Y / N
Sign Elevation Req'd?	Y / N
Events in past year?	Y / N
Violations in past year?	Y / N

PLANNING

Circle: APPROVED / DENIED
By
Date
Permitted Permanent Sign Area (sf)
FEE PAID
Receipt #