

**MOVEABLE SIGN- ADMINISTRATIVE DESIGN REVIEW APPLICATION*****APPLICABLE FOR MOVEABLE SIGNS WITHIN THE  
CIVIC CENTER AREA PLAN ZONE ("THE GLENDORA VILLAGE")*****BUSINESS NAME:** \_\_\_\_\_**BUSINESS  
ADDRESS:** \_\_\_\_\_**BUSINESS  
LICENSE NO.:** \_\_\_\_\_**PROPOSED MOVABLE SIGN DETAILS (per GMC § 19.24.075(j)):**

|                                                                                                                                      |                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <b>Sign Dimensions</b><br>(6 sq. ft. maximum):                                                                                       | Height: _____ Width: _____ Total Area: _____ sq. ft. |
| <b>Sign Content</b><br>(limited to business name, hours of operation, and seasonal sale information — no individual items for sale): | _____<br>_____                                       |
| <b>Sign Materials &amp; Construction:</b>                                                                                            | _____                                                |
| <b>Proposed Location on Property:</b>                                                                                                | _____                                                |

**REQUIRED ATTACHMENTS:**

- ☐ Color photo, illustration, or cut sheet of proposed movable sign
- ☐ Dimensioned site plan showing proposed sign location on private property (outside public ROW)
- ☐ Photo of existing building elevation and storefront

**MOVABLE SIGN- ADMINISTRATIVE DESIGN REVIEW APPLICATION****APPLICANT DECLARATIONS:**

I declare under penalty of perjury under the laws of the State of California that the information provided in this application is true and correct to the best of my knowledge. I declare and agree to the following:

1. The movable sign shall not exceed six (6) square feet in area.
2. The movable sign shall be located outside of the public right-of-way on private property only.
3. Only one (1) movable sign is allowed per tenant space.
4. The movable sign shall be professionally designed and constructed.
5. The movable sign shall not be left outside after the business closes operations for the day.
6. Sign content shall be limited to the name of the business, hours of operation, and seasonal sale information only.
7. The sign area shall be included in the maximum allowable sign area calculation for the business.
8. The business has a valid City of Glendora business license or has applied for one.
9. I have permission from the property owner to place the movable sign as described in this application.

|                                |       |               |       |
|--------------------------------|-------|---------------|-------|
| <b>Applicant Name (print):</b> | _____ | <b>Title:</b> | _____ |
| <b>Signature:</b>              | _____ | <b>Date:</b>  | _____ |
| <b>Phone:</b>                  | _____ | <b>Email:</b> | _____ |

**OFFICE USE ONLY:**

|                                                |               |                             |               |
|------------------------------------------------|---------------|-----------------------------|---------------|
| <b>Approved By:</b>                            | _____         | <b>Approval Date:</b>       | _____         |
| <b>Sign Area Deducted from Max. Allowable:</b> | _____ sq. ft. | <b>Remaining Allowable:</b> | _____ sq. ft. |
| <b>Comment(s):</b>                             | _____         |                             |               |