



# CITY OF LAGUNA HILLS TEMPORARY SIGN APPLICATION/PERMIT

Permit #: \_\_\_\_\_

Name of applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Business address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of business: \_\_\_\_\_

Legal description/Assessors' Parcel Number: \_\_\_\_\_

Start Date: _____	End Date: _____
Total Days Used This Year: _____	
Days Remaining After This Permit: _____	

Type of Sign: \_\_\_\_\_

Sign Location: \_\_\_\_\_ Size of Sign: \_\_\_\_\_

Name/Phone Number of Property Owner/Manager: \_\_\_\_\_

## Application Guidelines

1. The fee for a Temporary Sign Permit is \$78.34, payable to the City of Laguna Hills.
2. When submitting this permit application, the applicant **MUST** submit the following:
  - Plan elevation of banner, indicating dimensions of banner and size of text;
  - Drawing/photo of where the banner will hang and brief explanation of how the banner will be attached to the building or structure;
  - This completed form, signed by applicant and property owner/manager. A permit application **will not** be reviewed unless this form is completed and signed.

## BANNER/PENNANTS/FLAG SIGNS AND OTHER TEMPORARY SIGNAGE:

A center and/or individual business may be granted a permit to display on-site banners, pennants, and flags for a maximum of forty-five days (45) days within a twelve (12) month aggregate period. Times can be accrued in any multiple of consecutive days up to forty-five days.

Pursuant to Chapter 9-42, Section 9-42.200 of the City of Laguna Hills Development Code, a Temporary Sign Permit may be issued subject to compliance with the performance standards contained therein. The execution of the temporary sign permit shall serve as official acknowledgement by the applicant of the provisions of the aforementioned code sections. If there are any changes to this temporary sign, the City of Laguna Hills shall be notified 5 days prior to the change. In signing this temporary sign application, the applicant agrees to abide by these provisions.

Name of Applicant (Please Print) \_\_\_\_\_ Signature \_\_\_\_\_

Signature of Property Owner/Manager (If different from applicant) \_\_\_\_\_

## STAFF USE ONLY (BELOW THIS LINE)

In executing a Temporary Sign Permit to permit a temporary sign at the aforementioned address, I do hereby certify the application submittal conforms to all aspects set forth in Section 9-42.200 of the Laguna Hills Development Code:

Signature/Date \_\_\_\_\_

Date/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Center #: \_\_\_\_\_

width of the "storefront." For buildings located on corners or freestanding buildings located in a commercial center, frontage shall be considered both the building length and width. This applies only to signs whose housing or structure had not been permanently affixed to its intended premises by November 13, 1998. (Ord. 98-8 § 2 (part); prior code § 9-25.190)

#### **9-42.200 Temporary signs.**

The use of temporary banners, pennants, special holiday decorations, and flags in conjunction with special events, grand openings, liquidation sales, real estate open house events, and special events of community-wide significance or seasonal events is subject to the limitations of this section in addition to those previously identified.

A. **Banner/Pennant/Flag Signs and other Temporary Signage.** The use of banners, pennants, flags, and other temporary signage to promote or advertise special events, civic activities, grand openings, holidays, and special seasonal sales is permitted subject to obtaining required permits from the city. The application procedures and requirements for temporary signs are contained in Chapter 9-92 of this title. In addition to temporary sign permits, signs which intend to encroach within, on, or over the public right-of-way shall obtain an encroachment permit from the Public Works Department.

1. A center and/or individual business may be granted a permit to display on-site banners, pennants, and flags for a maximum of forty-five (45) days within a twelve (12) month aggregate period. Time can be accrued in any multiple of consecutive days, up to a maximum of fifteen (15) separate events/occasions, up to a maximum of forty-five (45) days.

2. Banner, pennant, and/or flag signs attached to a building shall not exceed a total aggregate area equal to one square foot per lineal foot of building frontage or an area of twenty-four (24) square feet, whichever is less. Banners erected on approved guywires and standards over public streets or upon public facilities shall not exceed one hundred (100) square feet.

3. Banners, pennants, and/or flags shall be erected or placed only upon the site in which they are intended to advertise. No off-site banners, pennants, and flags shall be permitted except those related to community wide events of significance.

4. No banner, pennant, or flag shall cover more than fifteen (15) percent of the total window area on the building elevation on which they are located, nor shall such temporary signage in concert with permitted permanent window signs exceed forty (40) percent coverage of any window area.

5. The number of pennants and/or flags proposed in conjunction with a temporary use shall be subject to the criteria contained in Table 9-42.090.

6. The design and location of banners, pennants, and/or flags shall compliment rather than detract from site design, architectural and landscape design, and existing permanent signage. Use of any individual location on a site for the display of numerous individual banners, so that said location effectively becomes a permanent location for the display of banners, pennants, and/or flags, is expressly prohibited.

7. Copy shall be limited to wording advertising promotional events including seasonal events, business name, or similar message to identify the event or purpose of the temporary sign.

B. **Political/Election Signs.** Political/election signs, including their supporting structures, shall be permitted on private property and/or public right-of-way in all zoning districts provided that:

1. No person shall install or maintain or cause to be installed or maintained any sign which simulates or imitates in size, color, lettering, or design any traffic sign or signal, or which makes use of the words, "Stop," "Look," or "Danger," or any other words, phrases, symbols, or characters in such a manner as to interfere with, mislead, or confuse traffic.

2. No person shall affix a sign on any public building, street, median, island, sidewalk, traffic signal, utility pole, traffic control device, or tree. Signs are permitted in the landscaped public parkway or public slope area, as long as the sign is two feet from the sidewalk or curb face.

3. Political signs shall not be placed earlier than sixty (60) days prior to the election for which intended, nor remain in place longer than ten days post election.

4. The city may remove signs and store for thirty (30) days signs which otherwise violate this chapter. The property owner shall be notified in writing upon removal by the city and shall have the right to retrieve the sign within thirty (30) days. If a sign is not claimed after thirty (30) days, the city may discard the sign.

5. The city may remove and discard ten days post election any signs posted within the permitted portion of the public right-of-way. Notwithstanding the foregoing, any political election sign which is located on public property in violation of this chapter, may be immediately removed by the city.

6. Nothing in this subsection is intended to permit the installation of signs without permission of the property owner.

C. **Noncommercial Signs.** Noncommercial signs shall be permitted upon any private property in all zoning dis-

tricts. Noncommercial signs shall be subject to the following:

1. No person shall install or maintain or cause to be installed or maintained any sign which simulates or imitates in size, color, lettering, or design any traffic sign or signal, or which makes use of the words, "Stop," "Look," or "Danger," or any other words, phrases, symbols, or characters in such a manner as to interfere with, mislead, or confuse traffic.

2. No illumination shall be provided.

3. Signs shall not extend into any public right-of-way adjacent to the property on which displayed.

4. Nothing in this subsection C is intended to permit the installation of signs without permission of the property owner.

D. Construction Signs.

1. The information and copy on construction signs shall be limited to the name of the project and may denote the firm(s) working on the construction project and any governmental agency or funding source used for the project.

2. Sign area for construction signs shall not exceed thirty-two (32) square feet in residential and open space zones or forty-eight (48) square feet in commercial and industrial zones.

3. Construction signs shall be installed subject to an approved permit and shall be removed upon project completion.

E. Open House, Garage/Yard Sale Signs. Open house, garage/yard sale signs shall be limited to two signs per site and one sign per each change of direction for each open house, garage/yard sale at intersections within the tract and one sign placed at each entrance to the tract. No sign shall be placed upon any private property without the consent of the owner.

For open house signs, the entrance sign shall be in any combination of green and white, or a generic homeowners association sign approved by the Community Development Director, and shall bear the copy "OPEN HOUSE" with an arrow pointing in the appropriate direction. For garage/yard sale signs, entrance sign copy shall be limited to "GARAGE/YARD SALE" and not include the property address. Each sign shall be firmly affixed to a support stake and shall not exceed a height of four feet, and an area of four square feet. Signs may be displayed during the time of the open house but shall not exceed the period between dawn and dusk daily. Open house signs may be located in the public right-of-way, but shall not be attached to fire hydrants, traffic signals, or utility poles, nor placed in any area that may otherwise inhibit or interfere with vehicular or pedestrian traffic.

Garage/yard sale signs shall only be permitted on the day and during the hours of the event and shall not be attached to fire hydrants, traffic signals, or utility poles, nor placed in any area that may otherwise inhibit or interfere with vehicular or pedestrian traffic nor encroach in a public right-of-way.

F. Real Estate Signs. The copy of these signs shall be limited to information relating to the sale, lease or rental of the premises on which the sign is located. A maximum of one sign per building site is permitted. The display of a real estate sign, for single-family properties, is restricted to the front yard of the property for sale. The maximum area of a sign shall not be greater than six square feet with a maximum height of six feet. These signs shall be removed upon the close of escrow or when lease or rental has been accomplished.

G. Nonprofit Community Service Organization Special Event Signs. Subject to a written request, a no-fee permit for a temporary banner may be granted by the Community Development Director for a one week period or less, to certified nonprofit community service organizations, for an event which will benefit the community, or general public.