



**City of Santa Paula
Community Development Department
Temporary Banner Sign
Authorization Form**

Business Address: _____ Date: _____

Business Name: _____ Bus. Phone #: _____

Applicant's Name: _____ Signature: _____

Dates banner will be posted:

From: ___ / ___ / ___ to ___ / ___ / ___ Total # of days: _____
(not to exceed 60 days within one calendar year)

What information will be on the banner? _____

Where will the banner(s) be placed? ___ on building ___ freestanding

Size of banner(s) 1) L ft. x H ft. = sq. ft.

2) L ft. x H ft. = sq. ft.

3) L ft. x H ft. = sq. ft. Total sq. ft.

BANNER SIGNS MUST COMPLY WITH THE FOLLOWING REGULATIONS:

Criteria: A business may obtain a temporary sign permit for special events, such as promotional events, grand opening, indoor arts & crafts shows, etc. For temporary signs displayed before obtaining a temporary sign permit, the number of display days is calculated from the date on which the earliest displayed sign first went on display.

Location: Signs must not be located or projected into any public right-of-way or within 10 feet of a driveway.

Number Permitted: Five (5)

Area: May not exceed maximum wall sign area permitted by zone.

CBD, C-O, C-N, C-G: 1.0 sf per linear foot of building frontage with a maximum area of 50 sq ft
C-H: 1.5 sf per linear foot of building frontage, with a maximum area of 150 sq ft

FOR OFFICE USE ONLY

Approved by: _____ Date: _____

Location: _____ Amount Paid: _____ Misc Receipt No. _____ Date Paid: _____

Inspected By: _____ Date: _____

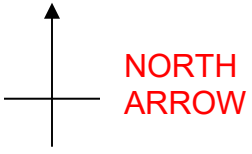
Required Application Materials

1. Complete application form with signature. Faxed applications will not be accepted. Upon request, emailed applications may be accepted.
2. Provide 3 sets, when applicable, consisting of:
 - a. Site Plan – showing north arrow, property lines, sidewalks, street names, buildings, parking areas, and location of proposed banner(s). All signs must comply with sight visibility requirements as outlined in the Sign Code. Refer to the attached sample site plan. Label the width of all buildings. **Aerial maps are acceptable if legible and provide the information requested.**
 - b. Elevation or Photo – show location of banner placement and dimensions. Refer to attached sample elevation.
3. Pay Banner Fee: \$54 each

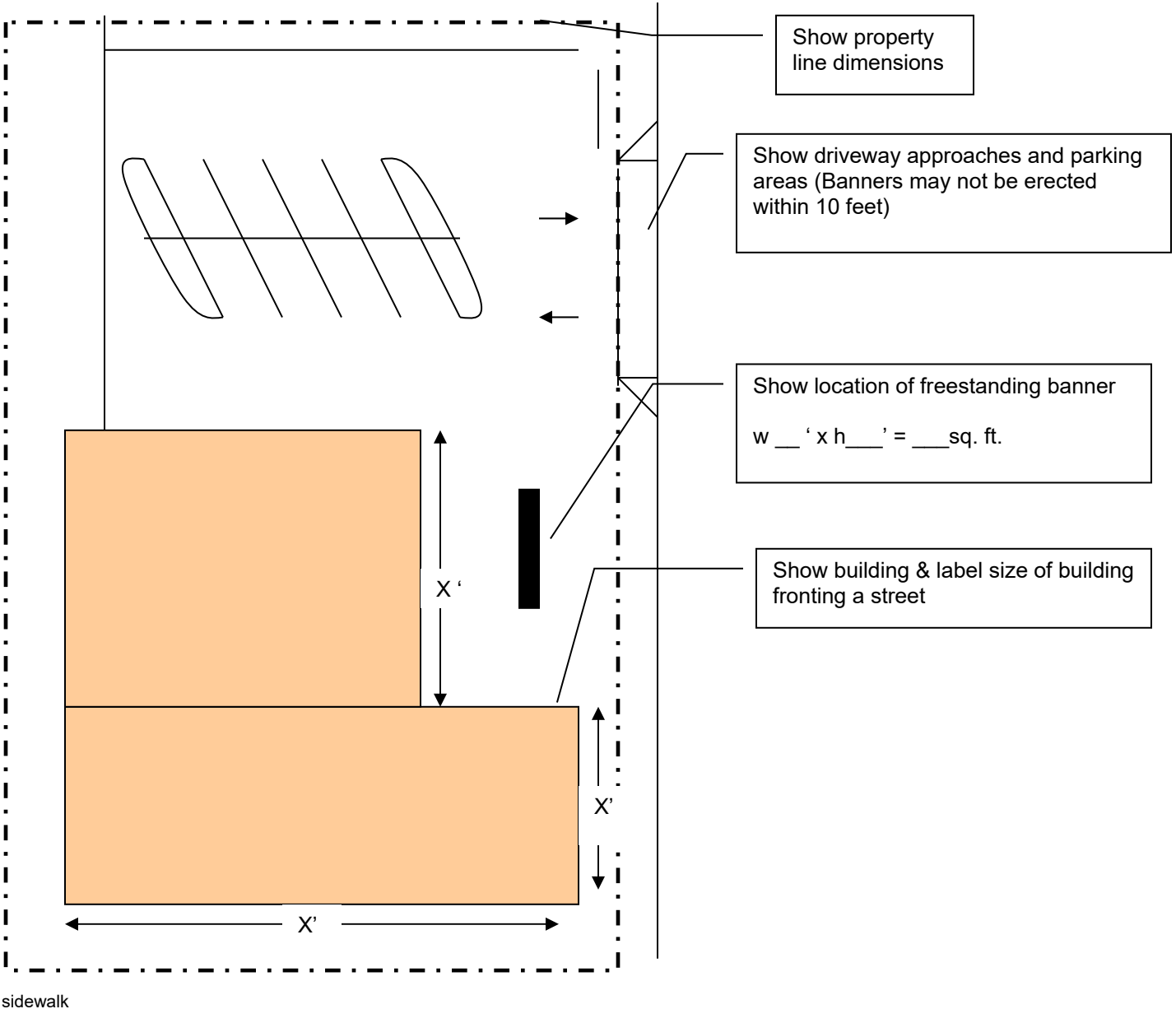
Following Submittal

Applications received will be reviewed for completeness and for compliance with the Sign Code. **Within 2 days of filing the application**, staff will contact you.

SAMPLE SITE PLAN
(For multi-tenant properties only)



Show North arrow



Show property line dimensions

Show driveway approaches and parking areas (Banners may not be erected within 10 feet)

Show location of freestanding banner
w ___ ' x h ___ ' = ___ sq. ft.

Show building & label size of building fronting a street

sidewalk

HARVARD BLVD

Label street name(s)

Revised July 2019

SAMPLE BUILDING ELEVATION or PHOTO

(Banner square footage may not exceed the maximum wall sign area permitted by zone)

