



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 online at aca-prod.accela.com/SANLEANDRO >

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 <input type="text"/>
Date <input type="text"/>
Permitted Permanent Sign Area (sf) <input type="text"/>
FEE PAID
Receipt # <input type="text"/>



TEMPORARY SIGN INFO SHEET

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TEMPORARY SIGN TYPE	PERMIT REQ'D	REGULATION §4.12.112.K >												
ADVERTISING SIGNS, BANNERS, FLAGS	YES	Timing. Temporary signs, banners, flags, and other advertising devices may be placed by individual tenants on a site for a maximum of <u>two 15-day periods</u> each calendar year, with a Temporary Sign Permit. The number, type, duration, and other aspects may be restricted or conditioned by the Zoning Enforcement Official in the Temporary Sign Permit.												
POLITICAL SIGNS	YES	Size. The maximum size of temporary political signs shall be <u>16 square feet</u> , unless the sign meets structural and design requirements prescribed by the Uniform Sign Code. This requirement is intended to prevent installation of structurally unsafe signs. Timing. At least 2 days prior to installation, a declaration of intent to install political signs must be filed with the Zoning Enforcement Official. Temporary political signs shall be removed <u>within 10 days</u> following the election. Declaration of Intent. The <u>declaration shall contain an agreement to remove any sign that is installed in violation of any provisions for the Zoning or Municipal Code, and to pay the City's cost of removal.</u> If a person installs temporary signs without having filed a declaration of intent, that person or the person on whose behalf the signs are installed, shall be notified to remove the signs and shall immediately remove such signs or pay the cost of removal by the City.												
OPEN HOUSE Open house signs advertising real estate open for inspection.	NO	Timing. May be installed on private property in all zoning districts from <u>10:00 a.m. to 6:00 p.m.</u> with the consent of the person in possession and control of the property. Size and Quantity. Such signs may state the name of the person or firm sponsoring the open house and may not exceed <u>five square feet</u> in face area, or <u>five in number</u> for any one sale.												
REAL ESTATE SIGNS Back-to-back signs shall be considered one sign.	NO	<table border="1"> <thead> <tr> <th rowspan="4">Residential</th> <th colspan="2">Commercial & Industrial Districts</th> </tr> <tr> <th>Frontage</th> <th>Sign Size</th> </tr> </thead> <tbody> <tr> <td>0 - 49 feet</td> <td>12 square feet</td> </tr> <tr> <td>50 - 199 feet</td> <td>24 square feet</td> </tr> <tr> <td>200+ feet</td> <td>32 square feet</td> <td></td> </tr> </tbody> </table> <p>1. Six (6) square feet, exclusive of riders 2. One (1) sign per listing broker per frontage 3. Riders are limited to no more than three (3) sq.ft.</p> <p>Size and Quantity. There shall be a maximum of one 2' x 3' window sign allowed for each vacancy. One sign shall be allowed for each frontage. Color and Condition. All signs shall be non-illuminated. Any sign structure shall be painted a neutral or matching color. All signs and sign structures shall be maintained in good condition and free of graffiti. Signs exceeding these limitations may be administratively approved.</p>	Residential	Commercial & Industrial Districts		Frontage	Sign Size	0 - 49 feet	12 square feet	50 - 199 feet	24 square feet	200+ feet	32 square feet	
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GOVERNMENT FLAGS	NO	Quantity. One governmental flag of any governmental agency is permitted per occupancy.												
CONSTRUCTION SIGNS	NO	Size and Quantity. <u>One construction sign</u> with a maximum sign area of <u>32 square feet</u> may be installed on a construction site during the course of construction, which identifies the architects, engineers, contractors, and others involved with the construction.												
WINDOW SIGNS	NO	Coverage. No window or contiguous group of window panes shall be covered by paper, paint, or have other signs, which exceed <u>25% of the total area</u> of that window at any time												

THE FOLLOWING SIGNS ARE PROHIBITED

Public Right of Way	Any sign located in the public right of way (streets, medians, sidewalks, utility poles, traffic devices, street lights, etc.).
Certain Temporary Signs	Canvas signs, banners, pennants, feather signs, streamers, balloons, or other temporary or wind signs except as noted above.
Mobile / Portable	Mobile, A-Frame and portable signs (except temporary open house signs as noted above.)
Hazardous Signs	Signs that produce odor, glare, flashing, lasers, excessively bright lights, sound, smoke, fire, or other such emissions.
Vehicle Signs	No sign shall be affixed to any vehicle or trailer on a public street or public or private property, unless the vehicle or trailer is intended to be used in its normal business capacity and not for the sole purpose of attracting business.
Equipment	No vehicle or equipment shall be stored with mast arms in an elevated positions