



TEMPORARY SIGNS INFO SHEET

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CITY OF SAN LEANDRO
Community Development Department

HOURS: MON / TUE / THUR 8 AM-4 PM, WED 8 AM-3 PM, FRI BY APPOINTMENT

835 East 14th Street
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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 [4-1806] and that the temporary devices do not create safety hazards or block signs identifying adjoining establishments.

No temporary signs are permitted in the public right of way (streets, medians, sidewalks, utility/light poles, etc.)

Temporary Sign Permit Application online at:

www.sanleandro.org/planningforms

SIGN TYPE	PERMIT REQ'D	REGULATION														
ADVERTISING SIGNS, BANNERS, FLAGS	YES	<p>Timing. Temporary signs, banners, flags, and other advertising devices may be placed by individual tenants on a site for a maximum of <u>two (2) 15-day periods</u> each calendar year, with a Temporary Sign Permit.</p> <p>The number, type, duration, and other aspects may be restricted or conditioned by the Zoning Enforcement Official in the Temporary Sign Permit.</p>														
POLITICAL SIGNS	YES	<p>Size. The maximum size of temporary political signs shall be <u>sixteen (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.</p> <p>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.</p> <p>Declaration of Intent. The <u>declaration shall contain an agreement to remove any sign that is installed in violation of any provisions of 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.</p>														
OPEN HOUSE Open house signs advertising real estate open for inspection.	NO	<p>Timing. May be installed on private property in all zoning districts from <u>10 AM to 6 PM</u> with the consent of the person in possession and control of the property.</p> <p>Size and Quantity. Such signs may state the name of the person or firm sponsoring the open house and may not exceed <u>5 square feet</u> in face area, or <u>5 in number</u> for any one sale.</p>														
REAL ESTATE SIGNS Back-to-back signs shall be considered one sign.	NO	<table border="1"> <thead> <tr> <th rowspan="4"></th> <th colspan="2">Commercial & Industrial Districts</th> </tr> <tr> <th>Frontage</th> <th>Sign Size</th> </tr> </thead> <tbody> <tr> <td>a. 6 square feet, exclusive of riders</td> <td>0 - 49 ft</td> <td>12 sf</td> </tr> <tr> <td>b. One sign per listing broker per frontage</td> <td>50 - 199 ft</td> <td>24 sf</td> </tr> <tr> <td>c. Riders are limited to no more than 3 sf</td> <td>200+ ft</td> <td>32 sf</td> </tr> </tbody> </table> <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.</p> <p>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>		Commercial & Industrial Districts		Frontage	Sign Size	a. 6 square feet, exclusive of riders	0 - 49 ft	12 sf	b. One sign per listing broker per frontage	50 - 199 ft	24 sf	c. Riders are limited to no more than 3 sf	200+ ft	32 sf
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GOVT FLAGS	NO	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														

[#-#] Refers to relevant Zoning Code Section.

Zoning Code and map available online here: www.sanleandro.org/zoning