



TEMPORARY SIGN APPLICATION
 CITY OF CLAREMONT
 DEPARTMENT OF COMMUNITY DEVELOPMENT
 207 HARVARD AVENUE, P. O. BOX 880
 CLAREMONT, CA 91711-0880
 (909) 399-5470

- New Business/Ownership Building-Mounted Banner/Sign
- Temporary Advertising Banner
- Temporary Advertising A-Frame Sign
- Temporary Real Estate and Construction Sign

APPLICANT INFORMATION

Name of Business: _____ Date: _____
 Address: _____ Zoning: _____
 Applicant's Name: _____ Phone: () _____
 Address: _____ Email: _____
 Owner's Name (if different from applicant): _____
 Address: _____ Phone: () _____

I acknowledge the filing of this application and certify that all of the above information is true and accurate. I hereby agree that the temporary signage will be in like-new condition at all times. Further, I acknowledge that I have and read and understand the relevant provisions of Section 18.025.090 of the Claremont Municipal Code as provided on the attached pages.

 Business Owner Signature

 Date

30-DAY INCREMENTS FOR NEW BUSINESS/OWNERSHIP

\$ _____ Per 30-Day Increments (Maximum 60 Days)

Date of Installation _____
 Date of Installation _____

Date of Expiration _____
 Date of Expiration _____

60-DAY (PER YEAR) FOR ADVERTISING

\$ _____ For Full 60 Days

Date of Installation _____
 Additional Dates: _____

Date of Removal: _____

Approved By: _____

Date _____

NEW BUSINESS/OWNERSHIP BUILDING MOUNTED BANNER/SIGN

Size of Sign: Length: _____ Height: _____

Description of Sign Copy: _____

Description of Sign Color(s): _____

Proposed Location of banner/sign: _____

(Building-Mounted ONLY)

Allowable Sign Dates: *New business/ownership building-mounted banners/signs are permitted for a period of up to thirty (30) days maximum per temporary sign. Permits are renewable for one addition 30-day period at the discretion of the Director of Community Development.*

TEMPORARY ADVERTISING BANNERS

(Applies to businesses located in all zoning districts except for ground floor businesses in CV/CVO & SP8)

Size of Sign: Length: _____ Height: _____

Description of Sign Copy: _____

Description of Sign Color(s): _____

Proposed Location of banner: _____

(Building-Mounted ONLY)

Dates to be Displayed: Start: _____ End: _____

Number of Days (Year to Date) Banner has been Displayed by Business: _____

TEMPORARY ADVERTISING A-FRAME SIGNS

(Applies to all commercial zoning districts)

Size of Sign: Square Footage: _____ Height: _____

(Please refer to the attached handout for maximum dimensions and height based on zoning districts)

Description of Sign Copy: _____

Dates to be Displayed: Start: _____ End: _____

Number of Days (Year to Date) A-Frame Sign has been Displayed by Business: _____

- Provide a map where the A-Frame sign will be displayed. Indicate dimension of unobstructed sidewalk. *(Please refer to the attached handout for placement requirements)*

- Secure approval of an Encroachment Permit agreeing to hold the City harmless for use of the public right-of-way. *(Please refer to the attached form)*

TEMPORARY REAL ESTATE AND CONSTRUCTION SIGNS

(Applies to all zoning districts for signs greater than 6 square feet)

Size of Sign: **Square Footage:** _____ **Height:** _____

Description of Sign Copy: _____



City of Claremont

207 Harvard Ave., P.O. Box 880, Claremont, CA 91711-0880
(909) 399-5465

ENCROACHMENT PERMIT

Permit No.: **E00-000-0**
NAME:
ADDRESS:
Claremont, CA 91711
PHONE:

Subject to the provisions that follow, the City of Claremont grants permission to _____, Hereinafter referred to as "Permittee", to maintain the following encroachment upon land owned by the City:

By acceptance of this permit, the Permittee agrees to the following:

1. The encroachment described above shall be maintained by Permittee in a sound, aesthetically pleasing and safe condition, as determined by the City. In the event that the Permittee fails to maintain the encroachment in such a condition, the Permittee agrees to reimburse the City for any and all costs incurred for having corrective work performed by City Forces or under contract.
2. No modifications to said encroachment shall be made without obtaining a Public Works Construction Permit from the City Engineer
3. Permittee shall indemnify, defend and hold harmless the City, its officers and its employees against any demands, claims, or liability arising out of or in connection with the encroachment described above.

Should the Permittee fail to comply with any of the above required, the City may revoke this permit at any time.

APPROVED:
CITY OF CLAREMONT

ACCEPTED:

City Engineer Date

Owner of the Encroachment Date

City Planner Date

Building Official Date

Maintenance Superintendent Date

Permit Fee: _____
110-306-0000-4230

18.025.090 TEMPORARY SIGNS FOR NEW BUSINESSES

A. The following temporary building-mounted signs are permitted if approved by City staff and sign permits are issued for the signs:

1. New Business/Ownership Building-Mounted Banners/Signs

New businesses and/or existing businesses that have a change of ownership and/or management are allowed temporary building-mounted banners/signs subject to the following:

- a. Signs may be approved for an initial period of no more than 30 days; however, after the initial 30 days, City staff may grant an extension for an additional 30 days.
- b. No more than one temporary sign shall be installed per street frontage.
- c. Signs shall not exceed 32 square feet in size, except in the CV District signs shall be limited to 12 square feet.

2. Temporary Advertising Signs for Special Events or Activities

Businesses may be allowed temporary A-frame signs or banners to advertise limited-time specials, sale events or special business activities subject to the following:

- a. A business may not display other types of temporary signs or banners concurrently with temporary advertising signs permitted by this subsection.
- b. No more than one temporary advertising sign is allowed per street frontage or building entrance. A business may not have both a banner and an A-frame on the same street frontage or building entrance.
- c. First floor tenants in the CV District are permitted A-frame signs only. In the CV District, temporary banners are allowed only for second floor tenants, or for new businesses and/or for changes in ownership/management as specified in subsection A.1 of this section.
- d. Banners are limited to 12 square feet in size.
- e. A-frame signs are limited to 12 square feet in size and may not exceed four feet in height. In the CV District A-frame signs are limited to eight square feet in size and may not exceed three feet in height. A-frame signs may be displayed during business hours only.
- f. A business may display a temporary advertising banner or A-frame sign for a maximum of 60 calendar days per year. The 60 days may be consecutive or spread throughout the calendar year.

B. All temporary signs shall be subject to the following:

1. Signs shall be made of durable, weather-resistant materials, have a professional looking appearance, and be continually maintained in good condition.
2. Temporary signs may not include lighting.
3. Signs shall be placed so as not to interfere with pedestrian and vehicular traffic or handicapped accessibility. It is encouraged that signs be placed adjacent to the building. Signs may not be located in the public right-of-way, unless the City Engineer approves the placement of the sign in the right-of-way and issues an encroachment permit. (10-04)