

TEMPORARY SIGN PERMIT FOR SPECIAL EVENTS



Department of Development Services
10601 N. Magnolia Avenue, Santee, CA 92071
(619) 258-4100 ext.152 / fax (619) 562-9376

FOR DEPARTMENT USE ONLY

TSP No: _____
Calendar Year: _____
Date Approved: _____
Approved By: _____

BUSINESS OWNER (APPLICANT/CONTACT PERSON)

PROPERTY OWNER / MANAGEMENT

Name (print): _____
Address/Ste #: _____
City, State, Zip: _____
Phone: _____
Fax/E-Mail: _____

Name (print): _____
Address/Ste #: _____
City, State, Zip: _____
Phone: _____
Fax/E-Mail: _____

SITE INFORMATION

PERFORMANCE CONDITIONS

Business Name: _____
Address/Ste #: _____
Business Phone: _____
APN: _____
Center Name: _____
Zoning: _____

The display of temporary signs is subject to the following:

1. No more than one sign per business is allowed.
2. Signs shall be located outside of the public right-of-way.
3. Signs shall not create a traffic hazard or distract drivers.
4. Signs shall be at least 3 feet from any pedestrian path.
5. Roof signs and poorly maintained signs are prohibited.
6. All signs and attention-getting devices must be removed when the permit expires.

Upon approval, this form becomes your Temporary Sign Permit. The temporary signs and/or attention-getting devices described on this Permit may only be displayed on the dates indicated. If you wish to modify the display dates, please call the City before the new date(s). If any sign or attention-getting device is displayed on a date other than that indicated on this permit, or the number of signs displayed is more than indicated on this permit, it will be considered a violation and penalties will apply.

I have read and understand the limits of this Temporary Sign Permit and agree to display the temporary sign and/or attention-getting devices as indicated on this permit:

Applicant Signature _____ **Date** _____

Property Owner Signature _____ **Date** _____

(A letter from the property owner authorizing the applicant to obtain this permit may be substituted for above signature.)

TSP No. _____

1. SIGN REQUEST- Indicate the type of special event, number of signs proposed, and dates of the event.

Note: Temporary signs are limited to a maximum number of days per event based on the event type, and limited to a cumulative total of 90 days per calendar year.

Type or Name of Event Advertised: _____
 (ie. annual sale, grand opening, school sign-ups, softball tournament)

Sign Category: New Business Promotional Community/Civic Event
 (max. 60 days from opening) (max. 30 days per event) (max. 30 days per event)

TYPE OF SIGN (i.e. banner, sandwich board, etc.)	Sign Material	Sign Size	Proposed Location On Site	Proposed Location Off Site for community events only (Check below)	
				Magnolia/Prospect	West Hills/Mast
1.					
2.					
3.					

DISPLAY DATES: **BEGIN DATE** _____ **END DATE** _____ **TOTAL DAYS** _____

2. ATTENTION-GETTING DEVICES (i.e. balloons, pennants, flags, streamers, searchlights). If proposed, indicate which type(s), how many, and where they will be located. Helium filled latex or mylar balloons are prohibited.

3. REVISIONS – If you wish to revise the display dates or number of signs approved with your original application, a request can be made to the City and any approved changes will be documented below.

<i>Date of Request</i>	<i>Revised Display Dates</i>	<i>Revised Total Display Dates</i>	<i>Revised Number of Signs</i>	<i>Approved By</i>
1.				
2.				
3.				

Temporary Sign Permits for Special Events



Special Event Signs are temporary signs used to advertise special events or activities such as business grand openings, street fairs, charitable events, seasonal promotions, etc.

Special Event Signs: The Basics

How Many Signs Can I Have?

- One (1) per business or event.
- Public community events associated with schools, churches, community centers, or other public or institutional groups may advertise at two city-specified off-site locations (see approved locations handout)

How Large Can My Signs Be?

- Up to 40 square feet for commercial uses.
- Up to 60 square feet for community and charitable events.

Can I Use Anything Else to Draw Attention?

- Yes. Attention-getting devices such as pennants, streamers, and balloons are allowed in conjunction with your event.

Where Can I Place Event Signs and Attention-Getting Devices?

- On the business premises (shall not create a traffic hazard or block pedestrian access)
- Banners must be located on the building of the business

How Often Can I Use Event Signs?

- Maximum 30 consecutive days per event.
- Maximum total of 90 days per calendar year.
- New business may also have a name-identification banner for up to 60 days after opening until permanent signage can be installed.

How to obtain a Temporary Sign Permit:

Applications are available at the City Hall Planning Counter or online at: www.ci.santee.ca.us

How much does the Permit cost?

Contact Development Services at
619-258-4100x152

What information is required with my application?

- property owner's authorization,
- the type and date of your event,
- proposed sign type,
- the proposed location of the sign, and
- proposed attention-getting devices

How long does it take?

If all information is provided, temporary sign permits can often be issued the same day they are

Common Mistakes

- Attention getting devices with words or logos count as signs (e.g. "oil change", "car wash", "hair cuts"). Only one sign per street frontage is allowed.
- Helium filled balloons are not allowed.
- Signs or attention-getting devices are not permitted in the street, medians, or parkways and shall not obscure exiting signs.

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10601 Magnolia Avenue, Bldg 4
Santee, California 92071
619-258-4100 x152

City of Santee



Acceptable Temporary Sign Locations for Community Events

