



# CITY OF LOS ALAMITOS TEMPORARY SIGN/BANNER PERMIT APPLICATION

Development Services Department  
3191 Katella Ave., Los Alamitos, CA 90720-5600  
Phone: (562) 431-3538 Fax: (562) 493-0678

**FOR OFFICE USE ONLY**  
FEE \$58.00 \_\_\_\_\_

APPROVED

DENIED

DAYS REMAINING: \_\_\_\_\_

## TELL US ABOUT YOU

Owner/Applicant: \_\_\_\_\_

Name of Business or Non Profit: \_\_\_\_\_

Address of Business or Non Profit: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## TELL US ABOUT YOUR SIGN/BANNER

What type of Sign/Banner (check one)

Temporary Sign/Banner Permit

Non Profit Signage

Calendar Year Permit

Grand Opening/Liquidation (45 Days Max.)

How many Sign/Banner(s) do you plan on having? \_\_\_\_\_

How big are the Sign/Banner(s) you plan on having? \_\_\_\_\_

Time Period the Sign/Banner will be displayed: From \_\_\_\_\_ to \_\_\_\_\_

## TELL US ABOUT YOUR STORE FRONT

How wide is your storefront? \_\_\_\_\_

Where will you be placing the Sign/Banner? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please submit this completed form and a set of colored drawings or colored pictures of the sign/banner (including the dimensions) to the Development Services Department.*

*If you have any questions or concerns, please feel free to contact us at (562) 431-3538, ext. 301.*

## 17.26.120 Temporary Signs

**A. Applicability.** All temporary signs shall comply with the standards provided in this Section. A Temporary Sign Permit shall be obtained from the Development Services Director prior to the display of temporary signs, unless specified in Section 17.26.040 (Exempt Signs).

**B. Purpose.** In addition to the purpose of this Chapter set forth in Section 17.28.010, the purpose of this Section is to ensure that temporary signs do not create a distraction to the traveling public by limiting the proliferation of temporary signs. Further, the purposes of this Section include eliminating aesthetic blight and litter in Los Alamitos that is detrimental to public health, safety, and general welfare.

### C. General Standards for All Temporary Signs.

**1. Number.** The maximum number of temporary signs that may be displayed at the same time is subject to compliance with the applicable requirements of this Section. The number and area of temporary signs shall not be included in the calculation of aggregate permanent sign area.

### 2. Materials and Maintenance.

**a.** Temporary exterior signs shall be made of durable, weather-resistant material. Only interior window signs may be made of nonrigid (e.g., paper) material.

**b.** Temporary signs shall be well maintained consistent with Section 17.26.060(E) (General Requirements for All Signs).

**3. Illumination Prohibited.** Temporary signs shall not be illuminated.

### 4. Sign Placement.

**a.** Temporary signs are allowed on private property only subject to permission of the property owner.

**b.** Temporary signs shall not be placed in any public right-of-way except as may otherwise be permitted by the Municipal Code.

**5. Removal of Signs.** Temporary signs and their components shall be promptly removed at the expiration of the applicable Temporary Sign Permit.

**D. Temporary Sign Standards for the C-O, C-G, TCMU, P-L-I, CF, and OA Zones.** Temporary signs are allowed in the C-O, C-G, TCMU, P-L-I, CF, and OA as provided in Table 3-10 subject to the following standards.

1. A business may be granted a permit to display on-site temporary signs for a maximum of 90 days within a 12-month period. This can be accrued in multiple or consecutive days up to 90 days.

### 2. Sign Area.

**a.** Total temporary signs for a single business on a single lot shall not exceed a total aggregate area of more than one square foot per lineal foot of building frontage on a public street and shall not exceed a total aggregate area of 32 square feet.

**b.** Building sites with 100 lineal feet of frontage or more on a public street may be allowed an aggregate area of temporary signs not to exceed 50 square feet.

**c.** Individual tenants or building sites with less than 24 lineal feet of building frontage may be allowed 24 square feet.

**d.** Individual tenants within a center may be allowed a total aggregate area of one square foot per lineal foot of store frontage at the main entrance and shall not exceed 24 square feet of total sign area.

3. One temporary sign only, per street frontage, shall be allowed for each business.

4. In no case shall a temporary sign obstruct an adjacent sign.

5. Temporary signs shall be erected or placed only upon the site in which they are intended to advertise. Off-site temporary signs shall not be allowed.

**E. Calendar Year Permit.**

1. Businesses may apply to the Director for a calendar year permit. If the Director approves the permit, the use of one temporary sign per business shall only be allowed for up to 90 days. Afterwards, a new temporary sign shall be used for each new event. In no event shall the same temporary sign be used consecutively. The applicant shall request a temporary sign for each event.
2. The Director may revoke or disapprove a year-long Temporary Sign Permit in the event that the sign is not removed in a timely manner or is not appropriately maintained.

**F. Grand Opening/Business Closing Sign.** In addition to the temporary signs permitted in paragraph D of this subsection, on-site grand opening or business closing temporary signs in connection with a new business, new ownership, or closure of a business may be allowed and approved by the Director, subject to the provisions listed below. If approved, a temporary sign permit shall be issued to include the expiration date.

1. Banners, pennants and flags shall be allowed for a period not to exceed 45 days.
2. Banners, pennants, and flags shall not exceed a total aggregate area of more than one square foot per lineal foot of building frontage on a public street. The banners, pennants, and flags shall not exceed an aggregate area of 32 square feet.

**G. Nonprofit Organizations.** Temporary signs advertising a special event occurring on site, including civic, public, religious, educational, or philanthropic events, may be granted a Temporary Sign Permit for no longer than 30 days per occurrence unless a longer time period is established by the Director in the Temporary Sign Permit. Temporary banners, pennants, and flags shall be allowed. Sign area, specific locations, colors, and materials shall be submitted for review by the Director. If approved, a temporary sign permit shall be issued including the expiration date.

**H. Temporary Signs during Elections and on Residential Property.** See Section 17.26.040

(Exempt Signs) for regulations pertaining to temporary signs during elections and on residential properties during times when a residential activity is occurring, such as a yard sale or a property is advertised for sale, rent, or lease.

**I. Abatement of Illegal Temporary Signs.** An unlawful portable or temporary sign may be impounded by the City and held pending notification of the owner by the City. Unlawful signs located within the public right-of-way or on public property may be removed without notice. Abated signs shall be retained at City Hall for a period of minimum three working days; after three days, the signs may be discarded. The owner may obtain the signs from the City upon payment of an impound and storage charge in an amount established by the Council.