



**City of Artesia  
Community Development Department**

18747 Clarkdale Avenue  
Artesia, CA 90701 • (562) 865-6262 • Fax (562) 865-6240

*(Please check all that apply)*

**APPLICATION FOR:**

**Window Sign**

**Temporary Banner Permit**

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street) (City) (State & zip code)

Legal (Property) Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street) (City) (State & zip code)

Site Address: \_\_\_\_\_

Name of Business/Organization: \_\_\_\_\_

**Window Sign**

*(Describe the proposed window sign)*

Window Area: \_\_\_\_\_ s.f.

Sign Area: \_\_\_\_\_ s.f.

Sign Dimensions: \_\_\_\_\_

Wording and Graphics: \_\_\_\_\_  
*(List the words and/or Graphics to be displayed)*

Colors & Materials: \_\_\_\_\_

**Temporary Banner**

*(Describe the proposed temporary banner)*

Store Frontage (Linear Feet): \_\_\_\_\_ feet

Banner Area: \_\_\_\_\_ s.f.

Banner Dimensions: \_\_\_\_\_ s.f.

Wording and Graphics: \_\_\_\_\_  
*(List the words and/or Graphics to be displayed)*

Colors & Materials: \_\_\_\_\_

**DURATION OF BANNER PERMIT**

Please Note: Banners are permitted for a maximum of 30 days in any 6-month period.

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

**\* IMPORTANT \***

**Any false or misleading information shall be grounds for denying this application.**

I, \_\_\_\_\_, understand that any permit granted herein for a temporary banner is valid for the duration of time indicated above (for a maximum period not to exceed (30) thirty days). I further understand if the temporary banner sign is not removed after the expiration date indicated above, that I would be in violation of the Artesia Municipal Code at which time a citation will be issued. The City of Artesia will then be forced to remove the temporary banner sign and I will be responsible for paying the cost of removal (City of Artesia Ordinance No. 512, July 10, 1995).

Signature of Business Owner/Applicant \_\_\_\_\_

Date \_\_\_\_\_

*(For Departmental Use Only)*

Received By: \_\_\_\_\_

Date Received \_\_\_\_\_ Approved/Denied: \_\_\_\_\_

# Temporary Banners

## What is a temporary banner?

A temporary banner is a sign that is temporarily attached to a business, and is usually used to advertise a grand opening, sale, etc.

## Are permits needed?

No building permits are required, but you will need to submit an application for a banner permit and approval by the Planning Department at City Hall.

## How many banners can I display?

One temporary banner per business is allowed.

## How long can I keep my banner on display?

A banner can be displayed for up to 30 days within a six-month period.

## How big can a banner be?

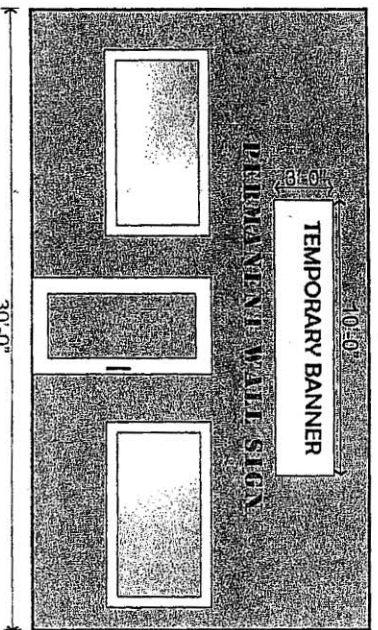
The size of the banner is based on the store's linear street frontage. The maximum size is (1) square foot for each linear foot of store front. For example, if your store is 30 feet wide (facing the street), your banner can be a maximum of 30 square feet.

## What types of businesses may have a temporary banner?

Any business in the commercial or industrial zone. Please call the planning department if you are going to install a temporary banner.

Please write in the dimensions of your proposed banner and your building's street frontage within the parenthesis on the diagram to the right.

### Sample



If the store frontage is 30 feet wide, then the banner can be a maximum of 30 square feet

### Your proposed banner

