

**TEMPORARY SIGN REGISTRATION &
DESIGN REVIEW COMMITTEE APPLICATION**

Business Name: _____
 Business Address: _____
 Business Telephone Number: _____
 Business Owner: _____
 Business Owner's Telephone Number: _____
 Property Owner: _____
 Property Owner's Address: _____
 Property Owner's Telephone: _____
 Type of Temporary Sign(s) Proposed: _____

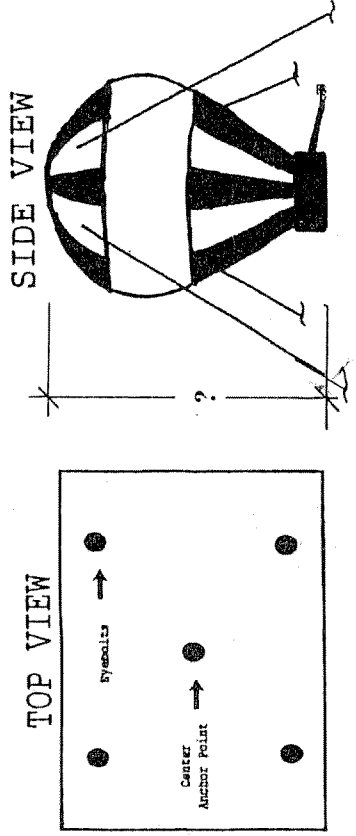
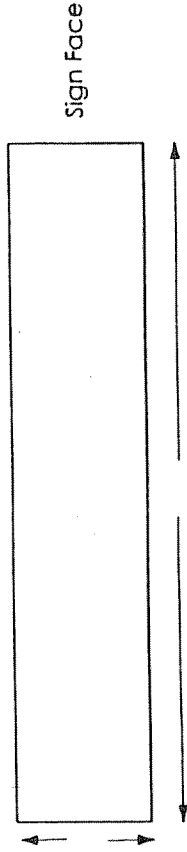
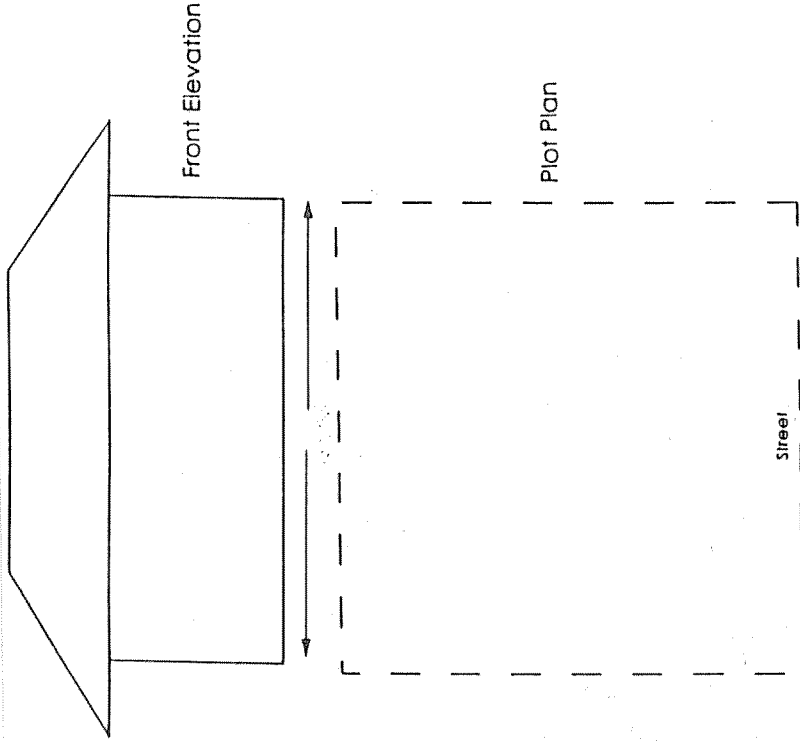
I UNDERSTAND THE ATTACHED DIAGRAMS ARE A COMPLETE AND ACCURATE DEPICTION OF SIGN(S) TO BE USED ON THE ABOVE PREMISES. FURTHER, I UNDERSTAND THAT NO ADDITIONAL TEMPORARY SIGNS WILL BE PERMITTED UNLESS APPROVED BY THE DEPARTMENT OF COMMUNITY DEVELOPMENT.

Business Owner's Signature: _____ Date: _____
 Property Owner's/ Authorized Agent's Signature: _____ Date: _____
 Zoning: _____

STAFF USE ONLY

Comments: _____
 Design Review Committee Approval Required: _____
 Approved By: _____

USE THE FOLLOWING ILLUSTRATIONS TO PROVIDE THE LOCATION, SIZE AND TYPE FACE OF ALL TEMPORARY SIGNAGE PROPOSED UNDER THIS TEMPORARY SIGN REGISTRATION FORM.



**DEPARTMENT OF
COMMUNITY DEVELOPMENT
TEMPORARY SIGNAGE REGULATIONS**



Please note that the Temporary Sign Registration Form provided in this brochure is primarily intended for the approval of typical temporary banners, cold-air balloons, pennants and pole decorations. If you need additional information or clarification of the registration form, signage regulations and registration form process outlined in this brochure, please contact the City of South Gate Community Development Department, Planning Division at 563-9591 and arrange an appointment with a planner.

Revised 07/20/00

TEMPORARY SIGNAGE

BANNERS.

Maximum Area: 2 square feet for every linear foot of building frontage. The banner must be attached to the face of the structure and/or pole in a safe and secure manner as deemed by an Inspector of the Building and Safety Department.

Time Limitation: Banners may be displayed for a maximum of 90 calendar days; an additional 90 day extension may be requested by the business owner (subject to Design Review Committee approval). 30 calendar days must pass before permitting another banner.

Permitted Locations for Banners: Banners may be attached to the face of buildings. Banners may also be attached to light standards or pole that are located within the property lines of the subject business. **Prohibited Locations for Banners:** Banners shall not be located on the roof of buildings/structures, wood, chain-link, wrought iron fences or block walls.

COLD-AIR BALLOONS

The balloon must be attached to roof of structure in a safe and secure manner as deemed by an Inspector of the Building and Safety Department.

Time Limitation: Cold-air balloons may be displayed for a maximum of 90 calendar days; an additional 90 day extension may be requested by the business owner. 30 calendar days must pass before permitting another cold-air balloon.

WINDOW SIGNS

Maximum Area: 25% of window area.

Design Criteria: Bottom of sign must be a minimum of 42 inches above the surface.

Time Limitation: Temporary window signage may be displayed for a maximum of 90 calendar days; an additional 90 day extension may be requested by the business owner.

PENNANTS, FLAGS AND POLE DECORATIONS WITH ATTACHED SIGN AREA

The pennants, flags and pole decorations with attached sign area must be attached to the face and/or roof of a building/structure, pole or light standard in a safe and secure manner as deemed by an Inspector of the Building and Safety Department.

Time Limitation: Banners may be displayed for a maximum of 90 calendar days; an additional 90 day extension may be requested by the business owner. 30 calendar days must pass before permitting another banner. Vehicle sales dealerships may request a one year approval with a 6 month review by the Design Review Committee.

BUILDING AND SAFETY DEPARTMENT REQUIREMENTS

SECTION 1402 - CLOTH SIGNS

1402.1 Support. Temporary cloth signs shall be supported and attached with wire rope of 3/8-inch-minimum (95mm) diameter. Strings, fiber ropes or wood slats shall not be employed for support or anchorage purposes. Cloth signs and panels shall be perforated over at least 10 percent of their area to reduce wind resistance.

The Building and Safety Department will conduct an inspection of requested temporary signage once a completed application has been submitted to the Community Development Department. If correction are required? All correction(s) must be brought into compliance with Section 1402.1, prior to issuance of approval by inspector.

DESIGN REVIEW COMMITTEE

The Design Review Committee is composed of City staff and local representatives. The Design Review Committee meets the third Wednesday of each month there has been an application submitted for review.

If a proposed sign is required to obtain Design Review Committee approval, the application must be submitted to the Community Development Department on or before the second Tuesday of the month.

Note: Building and Safety Department approval is required for the issuance of any temporary and/or permanent sign permit.

