



CITY OF  
ARCADIA

# BANNER PERMIT

**PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED) :**

BUSINESS NAME \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

APPLICANT(S) NAME \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

DATES DISPLAYED: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

DATE OF LAST BANNER PERMIT APPROVAL: \_\_\_\_\_

SIZE OF BANNER AND PROVIDE A COPY ON 8 ½" x 11" PAPER (MAX SIZE IS 32 SQUARE FEET)

LENGTH: \_\_\_\_\_ WIDTH: \_\_\_\_\_ TOTAL AREA: \_\_\_\_\_

LOCATION OF BANNER: \_\_\_\_\_

COPY (EXACT WORDING): \_\_\_\_\_

**INITIAL**

**CONDITIONS OF APPROVAL**

\_\_\_\_\_ Applicant agrees to abide by all applicable sign regulations of the City of Arcadia. I have read the temporary banner regulations and will comply with said regulations.

\_\_\_\_\_ Applicant authorizes City personnel to enter upon the property to conduct inspections. Applicant agrees to remove any signage not under permit or otherwise in violation of Arcadia Municipal Code.

\_\_\_\_\_ Applicant agrees that temporary banner is constructed of pliable material such as canvas, fabric, vinyl, plastic or similar materials that withstands exposure to the elements without significant deterioration to the sign.

\_\_\_\_\_ Applicant agrees that no more than one-third (1/3) of the allowable sign area shall contain a non-Roman alphabet translation of the business identification; the remaining sign area identification shall be set forth in the Roman alphabet and include Arabic numerals.

\_\_\_\_\_ Applicant agrees that banner shall not be displayed for any period longer than 30 continuous days and shall be removed for a minimum of 14 days before applying for next banner permit.

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**ACTION TAKEN**

APPROVED

CONDITIONALLY APPROVED

DENIED

CONDITIONS OR REASONS FOR DENIAL: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_ EXPIRATION: \_\_\_\_\_

DATE FILED \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_ PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

## TEMPORARY BANNERS

No banners shall be permitted other than temporary banners. The following regulations shall apply to temporary banners:

- A. Definition: A temporary banner is a sign mounted flush against the building surface containing a message in text, picture, logo or other form or representation, which is constructed of pliable materials such as canvas, fabric, vinyl plastic or similar materials which will withstand exposure to wind and rain without significant deterioration, and which does not require a building permit for its construction or installation outside of a building.
- B. Application Process: An application for a temporary banner permit shall be submitted in writing to the Community Development Division, and requires approval by the Development Services Director or designee, prior to the display of any banner. The application shall include a description of the banner and its materials, its general content, location on the property, size, the time period that the banner will be displayed, the address of the property, the name of the business, and the name of the person requesting the approval of the permit. A fee in an amount established by resolution of the City Council from time to time shall be submitted at the same time the application is filed with the City.
- C. Number and Size: A maximum of two (2) temporary banners, at any one (1) time, may be permitted for each business. The maximum total surface area of all such temporary banner(s), in the aggregate, for each business, shall not exceed thirty-two (32) square feet.
- D. Allowable Area for Identification: No more than one-third (1/3) of the allowable temporary banner area of each such banner(s) may contain a non-Roman alphabet translation of the business identification; the remaining banner area identification shall be set forth in the Roman alphabet, and include Arabic numerals.
- E. Location: Temporary banners shall be mounted flush against the surface of the building in which the business displaying the banner(s) is located. Free-standing or roof-mounted banners are prohibited.
- F. Time Limits: The use of temporary banner(s) for any business shall not exceed sixty (60) cumulative days in any one (1) calendar year, with any single display period not to exceed thirty (30) continuous days in any one (1) year. There shall be a minimum interval of two (2) weeks between approved periods during which a banner(s) is displayed. Each business shall be allowed a maximum of six (6) display periods in any one (1) calendar year.

Exceptions:

- 1. Temporary banners for events or activities sponsored by non-profit organizations may be authorized for an additional thirty (30) cumulative days in any one (1) calendar year.
- 2. Future tenants and existing tenants whose permanent lawful signage is removed for remodeling or maintenance work may display a banner(s) advertising the name of the business for up to sixty (60) continuous calendar days. Such banners shall be removed prior to installation of a permanent sign and shall be exempt from the time limits as described in Paragraph F above.

Notwithstanding any other section of the Arcadia Municipal Code, the owner or person who installs or displays a banner in violation of this Title shall remove the banner upon order of the Development Services Director or designee. For the purpose of this Section, any portion of any day in which a banner is or remains installed or displayed shall be counted as one (1) full day. **NOTE: Businesses not removing banners within the approved time frame shall be subject to citation by the City's Code Services Code Services Officers.**