

# 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**

The display of temporary signs is subject to the following:

Business Name: \_\_\_\_\_  
Address/Ste #: \_\_\_\_\_  
Business Phone: \_\_\_\_\_  
APN: \_\_\_\_\_  
Center Name: \_\_\_\_\_  
Zoning: \_\_\_\_\_

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.)

(both sides of form must be completed)

**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
1.			
2.			
3.			
4.			

DISPLAY DATE(S)	Total # Days
Begin Date: _____	
End Date: _____	

**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.				

<p><b>FOR DEPARTMENT USE:</b></p> <p>Total TSP days permitted so far: _____</p> <p>Total TSP days including this request: _____</p>	<p><b>Off-Site Civic Event Signs Reviewed by CSD:</b></p> <p>_____</p> <p>CSD staff signature / date</p>
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