



PALMDALE

a place to call home

TEMPORARY COMMERCIAL BANNER PERMIT APPLICATION

Planning Division
38250 Sierra Highway
Palmdale, CA 93550
(661) 267-5200
planningdiv@cityofpalmdale.org

Banner Permit Number: _____

Date Applied: _____

Base Fee:	\$100
GIS Fee (5% of Base Fee)	\$5
Computer Tracking Fee:	\$10
Inspection Fee:	\$150
Total Annual Fee	\$265

SEE CHAPTER 8, ARTICLE 88, OF THE CITY ZONING ORDINANCE AND ANY APPLICABLE SIGN PROGRAM FOR GENERAL DEVELOPMENT STANDARDS

- Application signed by property owner or authorized leasing agent
- 2 copies of a drawing depicting dimensions, design, colors, materials of the banner and method of attachment
- For wall mounted banners: 2 copies of fully dimensioned elevation(s) showing the exterior of the building or unit where the banner(s) is to be attached; only 1 banner per frontage allowed
- For ground mounted banners: 2 copies of the site plan showing the location of the proposed banner; distance to existing buildings, freestanding signs, parking facilities, outdoor seating areas, property lines, roadway, and driveways on or adjacent to the parcel where the sign is to be located. Only 1 ground mounted banner per site is permitted.

PROJECT DESCRIPTION:

Project Address: _____ Suite/Unit: _____

Business Name: _____

Name of Commercial/Industrial Center: _____

PERSON OR FIRM PREPARING APPLICATION:

Contact Name: _____ Phone: _____

Email: _____

Company Name and Address: _____

OWNER AUTHORIZATION:

Name: _____ Phone: _____

Signature: _____ Date: _____

(Owner/Authorized leasing agent must sign)

PLEASE FILL OUT BACK OF PAGE

Number of Banners Requested: _____ Number of Banners Existing at Business: _____

Does the Business have existing permanent signage: Yes No

DESCRIBE BANNER 1:

Wall Mounted Ground Mounted

Location: _____

Size: _____
(Length) (Height) (Square Feet)

Lineal feet of bldg. frontage used to calculate allowable banner area: _____

DESCRIBE BANNER 2:

Wall Mounted

Location: _____

Size: _____
(Length) (Height) (Square Feet)

Lineal feet of bldg. frontage used to calculate allowable banner area: _____

DESCRIBE BANNER 3:

Wall Mounted

Location: _____

Size: _____
(Length) (Height) (Square Feet)

Lineal feet of bldg. frontage used to calculate allowable sign area: _____

DESCRIBE BANNER 4:

Wall Mounted

Location: _____

Size: _____
(Length) (Height) (Square Feet)

Lineal feet of bldg. frontage used to calculate allowable sign area: _____

DESCRIBE BANNER 5:

Wall Mounted

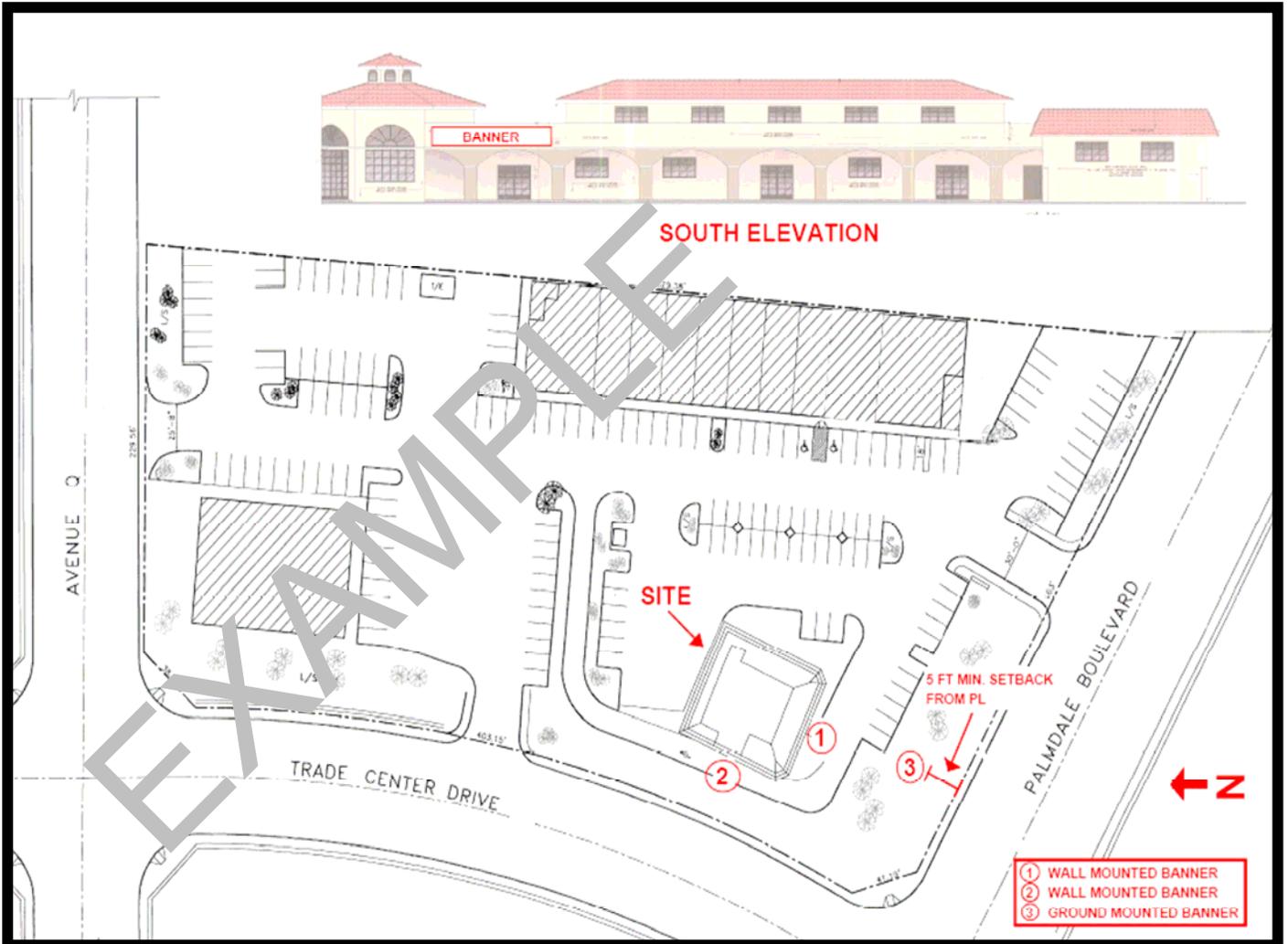
Location: _____

Size: _____
(Length) (Height) (Square Feet)

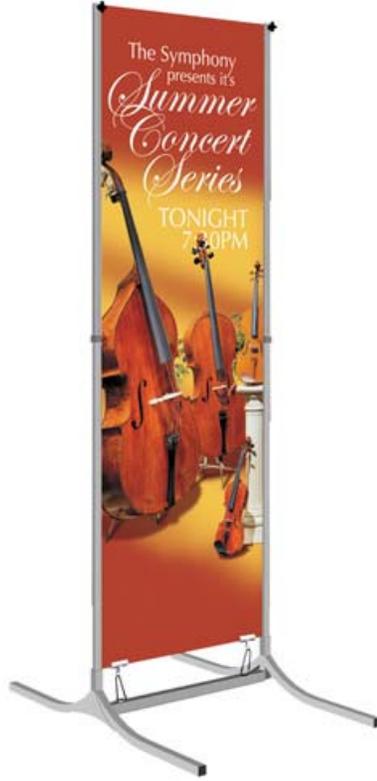
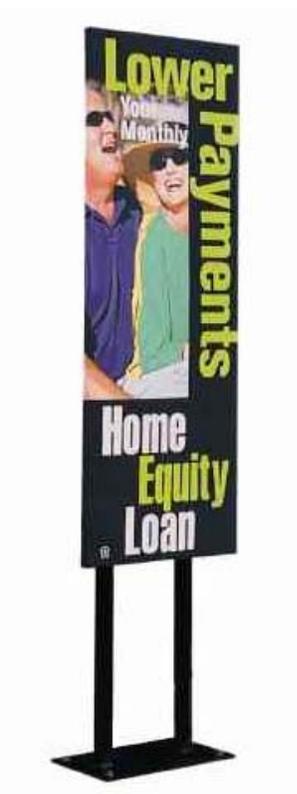
Lineal feet of bldg. frontage used to calculate allowable sign area: _____

Please include the following information in the drawing: 1) Adjacent streets; 2) North arrow; 3) Location of the Building or unit; 3) Location where the banner(s) is to be attached; 3) Parking areas and driveway entrances; and 5) Existing freestanding signs.

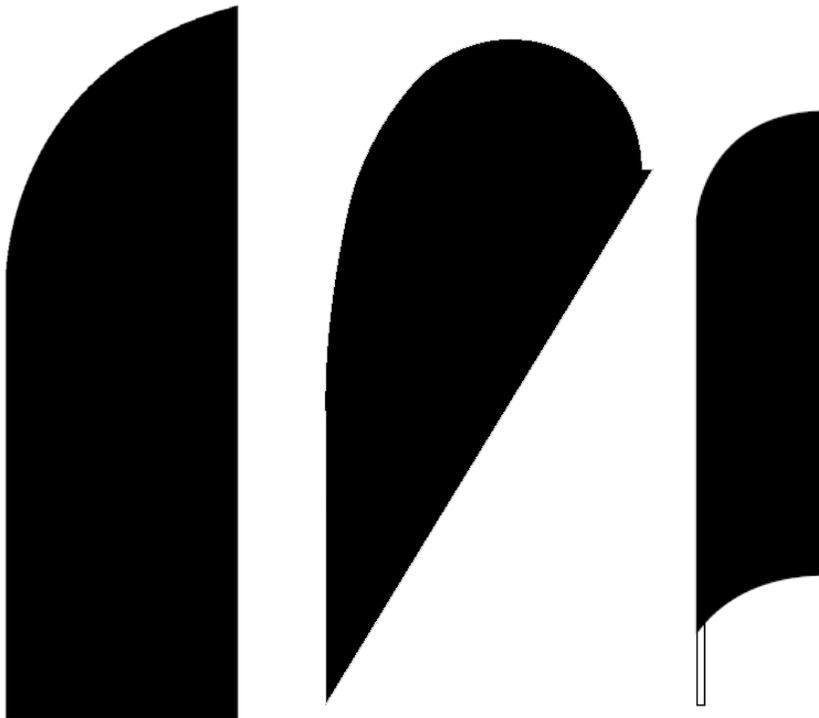
Site Plan Example:



NOTE: All temporary banners require a field inspection by Community Preservation. The Community Preservation Specialist will verify conformance of the temporary banner(s) approved for the site.



Feather, Teardrop, Bowhead Banners



Standards for Banner Signs

Temporary Banner (New Business) – No permit required

- When: After the issuance of a business license for a new business (A new business may include an existing business under new ownership but does not include an existing business under new management).
- Time Period: Maximum of 60 calendar days
- Banner size: 32 square feet or one square foot of banner area per lineal foot of building frontage; whichever is larger.

Temporary Banner – Permit required

- When: After issuance of a Temporary Use Permit (TUP) / Special Event Permit (SEP) for a parking lot /sidewalk sale, anniversary sales etc.
- Time Period: Period approved within TUP/SEP
- Banner Size: 32 square feet

Temporary Commercial Banner Permit – Permit Required

- Prerequisites: The business must have permanent signage.
 Allowed in all commercial and industrial zones.
 The property owner/authorized leasing agent must sign the application.
- Design: Must be professionally designed, constructed of high quality, durable material.
- Time Period: Annual permit required beginning one year from approval date.

	Wall Mounted	Ground Mounted
Maximum Size	32 sq. ft. or 1 sq. ft per lineal foot of frontage, whichever is larger	42 sq. ft.
Maximum Height	None	12 feet
Maximum number	1 per occupied frontage; not permitted when facing residential use	1
Location	Wall of building/unit – not tied to landscaping, vehicles, light poles	<ul style="list-style-type: none"> • On parcel or within center in which business located • Minimum of 5 ft from ROW (except can be on sidewalk within CD zone) • Cannot block views of pedestrians/traffic • Cannot impede access
Mounting	Flat against wall using permanent anchors – no wire, bungee cords, rope cables, etc.	Shall not damage landscaping or irrigation

The standards above have been summarized. See Chapter 8, Article 88, of the City's Zoning Ordinance for all development standards