TEMPORARY SIGN PERMIT APPLICATION

Permit Required: All temporary promotional signs (exclusive of window Signage) require Planning Director approval of a Temporary Sign Permit prior to erection of any such signs.

Maximum Sign Area: Each business or entity is permitted one or more temporary promotional signs with a combined maximum sign area of 100 square feet (sf.). Businesses/entities with more than 100 lineal feet (l.f.) of primary building frontage are permitted an additional 2 sf. of Signage for each lineal foot of frontage (in excess of 100 l.f.), up to a total maximum sign area of 200 sf.

Time Limit: Each business is allowed 2 weeks promotional Signage per quarter/season or a total of 8 weeks per calendar year, but no more than 4 consecutive weeks at any one time.

Location: Temporary signs must be located on-site and attached to a building, fence or wall. Such signs shall not be freestanding, moving, illuminated, or located over the roofline of any building.

Submittal Requirements: This application form shall be completed and submitted to the Planning Department with a non-refundable $10.00 application fee. The application and fee may be mailed to the Planning Department at 50 Natoma Street (Folsom, CA 95630), along with a self-addressed, stamped envelope. Mailed-in applications must be received at least one week prior to proposed date for erection of promotional sign(s), in order to provide notice of the Planning Director's determination of compliance with the City's current sign regulations.

Applicant Name:	Phone:	Date:
Applicant Address:		
Site Address (including name of center):		
Number of Temporary Sign(s):	Name of Business:	
Type of Temporary Sign(s):		
Square Footage of Sign(s):		
Lineal Feet of Building Frontage (if requesting more than 100 sf. of Signage):		
Sign Location(s):		
Proposed dates for Temporary Signage: _____ - _____ (_____ days or _____ weeks)		
Temporary Sign Permit Number:	Application fee $10.00	Receipt #
Planning Department Approval:		Date:
Permit Valid _____ - _____ (_____ days or _____ weeks)		Year to date:

Temporary Sign Permit Conditions:

1. Temporary Signage shall be erected consistent with this permit. Signs shall be located on-site and attached to a building, fence or wall. Signs shall not be freestanding and shall not be located over the roofline of any building.
2. This Temporary Sign Permit shall be valid during the dates listed above. Sign(s) shall be removed by 6:00 a.m. on the day after permit expiration. Any permit renewal request must be submitted to the Planning Director prior to expiration of the Temporary Permit.