



CITY OF PLEASANT HILL

PHONE (925) 671-5209
FAX (925) 682-9327

www.ci.pleasant-hill.ca.us

100 Gregory Lane
Pleasant Hill, CA 94523

TEMPORARY SIGN PERMIT SUBMITTAL REQUIREMENTS

The submittal information shall be provided to the Planning Division. All submittal information shall be presented along with the Planning Division application form and any additional information required by the Planning Division before the application can be accepted as complete.

All submittals shall be a minimum of 8.5" x 11" unless noted otherwise below. Please fold all plans into packets with each packet containing one copy of each plan. The packets should not be larger than 9" x 11" in size.

Scale: The scale used on submittal plans shall generally be at a 1/8" = 1'0" for the architectural plans, 1" = 20' for site engineering plans.

Required <i>(if not marked with an "X" please check with Planning Division)</i>	Submittal Requirement	Number of Copies
X	<u>Application form</u> - completed and signed.	1
	<u>Fee</u> – No fee for Temporary Sign Permits.	
X	<u>Written statement</u> - describing the temporary signage, including graphics and lettering.	1
X	<u>Temporary Sign Details</u> – Drawings of all proposed signs indicating the size/dimensions of the temporary sign, lettering, colors and location on the building. <u>Temporary Freestanding Sign Details</u> – In addition to the requirement above, a site plan shall be provided that contain the following information: <i>Legal boundaries</i> - boundary lines, easements (with size and type called out), right-of-ways, trails, paths, utility poles and the like. <i>Streets and lots</i> - street layouts and lot design, off-street parking, and loading areas. <i>Site Features</i> - all existing and proposed buildings, sidewalks and structures.	1
X	<u>Temporary Portable Freestanding Sign Design Guidelines</u> – All temporary freestanding signs shall comply with the attached guidelines.	



APPLICATION FOR TEMPORARY SIGN PERMIT

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The City of Pleasant Hill allows signs for temporary signs and temporary portable signs six times annually for up to 20 days each time on any legally licensed business property for the purpose of promotions, temporary uses, and when a permanent sign is under review by the City. All other temporary signs are allowed six times annually for up to seven days each time.

I. GENERAL DATA

- A. Business Name _____
- B. Assessor's Parcel Number(s) _____
- C. Address of Property _____
- D. Sign Dimensions _____
- E. Sign Text & Graphics _____
- _____
- _____
- F. Dates Displayed _____
- G. Location Displayed _____

NOTE: See Pleasant Hill Municipal Code Section 18.60.057 for additional temporary sign regulations. No phone numbers, websites, and addresses are allowed on temporary signs.

II. AUTHORIZATION

In signing this application, I, as owner and/or as applicant, represent to have full legal capacity to, and hereby do authorize the filing of the application. If this application has not been signed by the property owner, attached is separate documentation of full legal authority to file this application. I agree to be bound by the conditions of approval of this application, subject only to the right to object at the hearing or during the appeal period. I further certify that the information and exhibits submitted are true and correct.

- A. Property Owner or Property Manager:
 - Name: _____ Daytime Phone: _____
 - Address: _____ Date: _____
 - Signature: _____
- B. Applicant other than Property Owner:
 - Name: _____ Daytime Phone: _____
 - Address: _____ Date: _____
 - Signature: _____

III. CITY

Temporary Sign Permit Approved:	_____	_____
	Permit Number	Staff Approval Signature & Date
C.C.	<input type="checkbox"/> Applicant	<input type="checkbox"/> Business License
	<input type="checkbox"/> Code Enforcement	<input type="checkbox"/> Police Department
		<input type="checkbox"/> Engineering
		<input type="checkbox"/> Other _____

DRIVER ORIENTED TEMPORARY PORTABLE FREE-STANDING SIGNS

- Only allowed along the outside perimeter of shopping center or commercial / retail pad buildings. Not allowed in Pleasant Hill Downtown.
- Maximum area of 8.5 SF of display board (per side).
- Overall height from ground surface not to exceed 42".
- Material to be weather-proof and have finished appearance.
- Each sign shall advertise for a single tenant only.
- Signs shall not have any attachments (e.g. flags, balloons, etc.).
- Signs must be in either an "A-frame" or "H-frame" configuration.
- Signs must be wind resistant or secured in a manner that ensures that it cannot be blown over by wind (secured to a stake or other acceptable stationary object).
- Signs must be set in place at the opening of business and removed every day at the close of business.
- Signs shall not be located in the public right of way and must be on private property only.
- Sign shall not obstruct any required point of access to a business. (Entry / Exit)
- Signs must be spaced not less than 100' away from an adjacent sign temporary portable free-standing sign.
- Hand-written / Hand printed text is not permitted on Driver-oriented signs.
- Text shall not include:
 - Signs with plain block 'generic' lettering
 - Signs advertising phone numbers and / or web sites
 - Signs containing flashing or moving lights, graphics, or other imagery
 - Signs employing luminous or day-glo paint
 - Any sign deemed by the City Staff as offensive, inappropriate, or otherwise unacceptable
- All applicable provisions of the attached City Council Resolution must be satisfied.



DRIVER ORIENTED TEMPORARY PORTABLE FREE-STANDING SIGNS (continued)

Examples of Acceptable Driver-Oriented Signs:



Examples of Prohibited Portable Signs:



PEDESTRIAN ORIENTED TEMPORARY PORTABLE FREE-STANDING SIGNS

- Generally located within a few feet of a storefront or seating area.
- Maximum Sign Area of 6 SF each side. No part of sign shall be more than 42" high above the sidewalk.
- Signs must be unique and stylized and present a clean appearance. Generic-looking or low-quality signs are not permitted.
- Signs must be set in place at the opening of business and removed entirely at the close of business.
- Text shall not include:
 - Signs with plain block 'generic' lettering
 - Signs advertising phone numbers and / or web sites
 - Signs containing flashing or moving lights, graphics, or other imagery
 - Signs employing luminous or day-glo paint
 - Any sign deemed by the City Staff as offensive, inappropriate, or otherwise unacceptable
- If located on a public sidewalk or other public right of way, an encroachment permit from the City's Engineering Division is required and a minimum of 5 feet of clear pedestrian access shall be maintained between the sign and the outer edge of the sidewalk.
- Sign shall not obstruct any required point of access to a business. (Entry / Exit)
- All applicable provisions of the attached City Council resolution must be satisfied.



PEDESTRIAN ORIENTED TEMPORARY PORTABLE FREE-STANDING SIGNS (continued)

Examples of Acceptable Signs:



Examples of Prohibited Portable Signs:



(generic design, product listings)



(low quality, stapled paper flyer)



(generic design, phone number)



(generic design, block lettering)