



(310) 253-5710  
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PLANNING & DEVELOPMENT  
CURRENT PLANNING DIVISION

9770 CULVER BOULEVARD, CULVER CITY, CALIFORNIA 90232-0507

## Application For Temporary Signs

Complete all sections of this application along with the applicable fee. Note: sign requirements are in Zoning Code Section 17.330, accessible on the City's website on www.culvercity.org or can be obtained from the Planning counter located on the second floor of City Hall.

### APPLICANT:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City and Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### BANNER INFORMATION:

Project Address: \_\_\_\_\_

Is the banner currently installed      Yes      No      If yes, date when banner was installed \_\_\_\_\_

Location of banner: \_\_\_\_\_

Signature verifying information above is accurate

### TYPE OF TEMPORARY SIGN:

Temporary Banner Sign \_\_\_\_\_

New Business Sign \_\_\_\_\_

Future Occupancy Signs \_\_\_\_\_

Construction Sign \_\_\_\_\_

### SUPPLEMENTAL REQUIREMENTS

- Pay applicable fee for each 30-day period.
- Two (2) copies of photograph (printed out legibly, preferably in color) showing the location of the proposed sign.
  - Show proposed location of sign on the photograph.
  - Note the size and dimensions of sign
  - Indicate the purpose of sign, i.e. sale, new business/coming soon, etc.
- Proposed dates **From** \_\_\_\_\_ **To** \_\_\_\_\_

### OFFICE USE

Date Applied: \_\_\_\_\_ Permit Plus Fee No. \_\_\_\_\_ Reviewed By: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Number of banners left for the year (See temporary banner log): \_\_\_\_\_

Is there an existing Multiple Business Sign Program for the subject building?      Yes      No

Is there an existing approved Master Sign Program for the subject building?      Yes      No

- 1) **TEMPORARY BANNER** – A sign that is made of durable cloth, plastic or similar non-rigid material that displays business identification, advertising or promotional message, and that is displayed only for a short period of time as regulated in this Chapter.

**Requirements:**

1. Maximum Sign Area: 18sf in area.
2. Maximum Sign Height: Below edge of roof.
3. Maximum Number of Signs: Maximum of one near each public entrance of a business.
4. Time Limit: Maximum of 30 consecutive days, not more than four times per calendar year.
5. All four (4) corners shall be securely fastened against a wall or structural canopy.
6. An eight (8) feet minimum vertical clearance must be maintained if attached to a structural canopy.

- 2) **NEW BUSINESS SIGN** – A temporary sign that displays only the name of a new business or a change in the name of an existing business.

**Requirements:**

1. Maximum Sign Area: 1 SF for each linear foot of business frontage, up to 100 SF per business frontage.
2. Maximum Sign Height: Below edge of roof.
3. Maximum Number of Signs: 1 per business frontage.
4. Time Limit: 90 days or until a permanent sign is installed, whichever is less.
5. Additional Requirements: A new business sign composed of durable, non-rigid material may be installed over and covering the sign of the prior business it is to replace.
6. All four (4) corners shall be securely fastened against a wall or structural canopy.
7. An eight (8) feet minimum vertical clearance must be maintained if attached to a structural canopy.

- 3) **FUTURE OCCUPANCY SIGNS**

**Requirements:**

1. Maximum Sign Area: 25 SF per sign.
2. Maximum Sign Height: Below edge of roof.
3. Maximum Number of Signs: 1 per business frontage.
4. Shall be removed upon first occupancy of the site.
5. Additional Requirements: Shall contain only the names(s) of future occupant(s) of the site.
6. All four (4) corners shall be securely fastened against a wall or structural canopy.
7. An eight (8) feet minimum vertical clearance must be maintained if attached to a structural canopy.

- 4) **CONSTRUCTION SIGN** – A temporary sign that identified the names, addresses and telephone numbers of parties directly involved in the business occupancy, construction, design, or fining of pending or in-progress physical improvements to the premises.

**Requirements:**

1. Maximum Sign Area: 24 SF.
2. Maximum sign height: Below edge of roof. If freestanding, 6 ft maximum height.
3. Maximum Number of signs: 1 per street frontage.
4. Time Limit: Removed within 7 days of issuance by the City of the final Certificate of Occupancy for the building or site.
5. Additional Requirements: Shall contain only the names, addresses, and telephone numbers of parties directly involved in the business occupancy, construction design or financing of the pending or in-progress improvements to the premises.
6. All four (4) corners shall be securely fastened against a wall or structural canopy.
7. An eight (8) feet minimum vertical clearance must be maintained if attached to a structural canopy.