

Sign Permit Application



City of Sierra Madre

232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
(626) 355-7135 Fax (626) 355-2251
www.cityofsierramadre.com

APPLICANT'S NAME				SIGN PERMIT #	
ADDRESS	CITY	STATE	ZIP CODE	PHONE	
LOCATION OF SIGN					
DATE OF PERMIT DISPLAY			DIMENSIONS		
TYPE OF MATERIAL(S)					
NAME OF PROPERTY OWNER				PHONE	
ADDRESS	CITY	STATE	ZIP CODE		
NAME OF CONTRACTOR				PHONE	
ADDRESS	CITY	STATE	ZIP CODE		
STATE LICENSE NO:			CITY LICENSE NO:		

Below, please sketch your sign and its dimensions and include a site plan with your application.

Temporary Sign Permits

Temporary Signs: any sign, banner, decorative flag, pennant, valance, advertising display, or other item intended to draw attention to, or provide information for a business.

- An application must be filed with the Planning & Community Preservation Department which indicates the size and material of the temporary sign.
- A maximum of four temporary sign permits may be approved for any single business location within a calendar year, with the total cumulative temporary sign display days not to exceed sixty (60) days. Any individual temporary sign permit shall not exceed the maximum time period of thirty (3) days.
- Temporary signs shall be placed on the building façade. The attachment of banners, flags, pennants, or valances to trees, light and utility poles or similar configuration shall not be permitted.
- If such temporary sign is placed on the public sidewalk, the applicant shall submit in addition to a temporary sign permit, a site plan indicating the location of the temporary sign and an encroachment permit shall be obtained from the Public Works Department.

PERMITTED TEMPORARY SIGNS & DISPLAYS AND CONDITIONS FOR APPROVAL	
Annual Permits	
Outside Display The display of goods & merchandise immediately outside a business	Portable Signs A movable temporary sign that is designed and place immediately outside the location of a business.
Conditions for Approval	
A dimensioned site plan shall be submitted that indicates the location of the outside display area.	A dimensioned site plan shall be submitted that indicates the location and size of the portable sign.
Displays shall not cover more than 50% of the width of the storefront and may only be displayed during normal business hours.	Signs shall not exceed a total sign area of twenty-four (24) sqft or twelve (12) square feet for each sign face and may only be displayed during normal business hours.
The maximum display depth shall be no greater than five (5) feet from the façade face or closer than five (5) feet to the edge of the sidewalk, with a maximum height of four (4) feet above sidewalk grade.	Portable signs shall be located immediately adjacent to the storefront or building facade and there shall not be less than five (5) feet between the sign area and the edge of the sidewalk to allow for free and unobstructed pedestrian access.
An encroachment permit shall be obtained from the Public Works Department.	An encroachment permit shall be obtained from the Public Works Department.