

Development Services Department
offers informational brochures on the
following topics:

Banners and Temporary Signs
CEQA and Environmental Review
Conditional Use Permits
Development Plan Review Board
Fees and Charges
General Plan
Municipal Code Text Amendments
Outdoor Dining Policy
Outdoor Displays of Merchandise
Permanent Signs
Planning Commission
Public Notice Requirements
Specific Plans
Subdivisions
Trash Enclosure Standards
Tree Preservation
Variances
Zone Changes
Zoning Descriptions

**These brochures are generally intended to assist
in the processing of application material. It does
not necessarily provide every detail regarding
Municipal Code regulations.*

Development Services Department

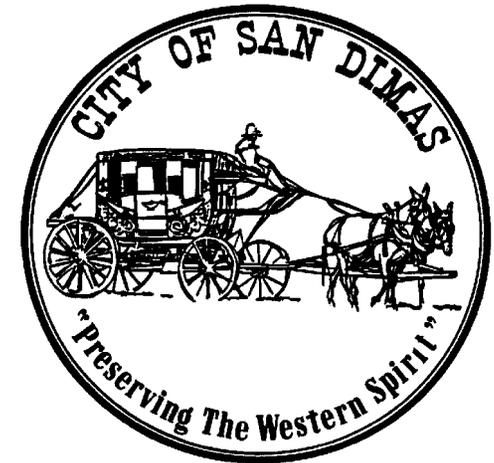
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Mon-Thurs 7:30 a.m. - 5:30 p.m.
Fridays 8:00 a.m. - 5:00 p.m.

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City of San Dimas
Planning Division
245 East Bonita Ave.
San Dimas, CA. 91773

Banners and Temporary Signs



TEMPORARY BANNERS AND SIGNS

In a region where it is difficult to tell when one city ends and another begins, San Dimas' community theme helps to make our city distinctive. Part of the local visual appeal comes from the tasteful, well-designed signs that fully identify local businesses while preserving our community's unique atmosphere and charm.

The permanent signs that are permitted by the San Dimas Municipal Code (see associated brochure) are intended to allow adequate and reasonable identification of local businesses. However, the City does realize that from time to time it is necessary for a business to advertise special events. To address this issue, the City has developed regulations to permit temporary banners and signs.

TEMPORARY SIGN REGULATIONS

Temporary banners and signs may be permitted to announce a special event, sale or other activity. The following are the City's temporary banner and sign regulations:

A permit must be obtained for all temporary window signs, banners, streamers, pennants, and balloons. Permits may be obtained from the Development Services Department.

Temporary Banners

- A maximum of six (6) temporary banner permits may be approved for any single business location within a calendar year.

- Banners may be displayed a maximum of 60 days per calendar year for any single business location.
- The maximum time period for any single banner display shall not exceed 30 days.
- Banners must be designed in a tasteful manner and are, generally limited to 45 square feet in total area.
- Banners must be attached to the face of a building; they may not be installed on the roof and may not exceed above the parapet line of the building.
- Banners may not be installed off-site and in no case shall "sandwich boards" or "A-frame" signs be permitted.

Temporary Window Signs

- Temporary window signs may be located on the interior of a business window.
- The maximum annual time permitted for temporary window signs is 30 days.

Streamers, Pennants and Balloons

- Streamers, pennants and balloons are permitted for a maximum of 20 days each year and for no more than 10 days at a time.
- The maximum diameter for balloons is 24 inches.

Other Temporary Signs

- If you are a new business in town or have relocated, a special future tenant identification is permitted. A maximum of 90 days is allowed for such a sign.

DESIGN OBJECTIVES

We suggest you keep in mind the following as you plan your business signs:

- Review your sign plans with the Development Services Department before having the signs made;
- Design the sign to identify a special event, sale or similar activity rather than to advertise products or services;
- Design signs that maintain the City's high quality of community design;
- Select signs that harmonize with your building, neighborhood or other signs in the area, and maintain a professional appearance.

APPLICATION PROCEDURE

Where applicable, the applicant will first need to obtain approval of the landlord/management agency prior to submittal of three copies of the temporary sign proposal to the Development Services Department. The submittal must contain a site plan, specific sign locations, and dimensions of the proposed sign. The signs shall be designed to comply with the Sign Ordinance requirements or the respective sign program.

There is an application fee of \$10.00 charged for all temporary sign permits. In most cases the sign permit can be issued by the Development Services Department over the counter. The entire process should take less than ten minutes.