



Temporary Banner Application

Community Development Department – Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

Supplemental Documents: Attach a banner sign rendering depicting banner size (length and width), content, and colors on 8-1/2" x 11" paper.

Applicant Information		STAFF USE ONLY
Site Address:		MUNIS NO: _____ FILE NO: _____ Fee: _____
Business Name:		
Applicant Name:		
Applicant Address:		
Phone: ()	E-Mail:	

Requested Dates for Banner Display & Banner Description

Banner Installation Date: _____ Banner Removal Date: _____

Conditions of Approval

Pursuant to Municipal Code Section 17.74.055 (Temporary signs and advertising devices), the following development standards shall apply to temporary signs and advertising devices for outdoor display:

- Temporary signs are permitted for the following types of occasions:
 - Opening of a new business
 - Special or seasonal sales
 - Promotional events
- The total area of all banners, flags and streamers utilized shall not exceed 50 square feet, with the exception that businesses where the principle building frontage is wider than 100 feet shall be permitted to have a total area of 100 square feet of temporary signage.
- No more than three (3) banners per building shall be permitted.
- All banners and/or attention-getting devices shall be of professional quality printing, painting or manufacture and shall comply with all applicable ordinances, polices and design guidelines.
- Any future modifications to the approved sign rendering are subject to Planning Division review and approval.
- Approval of a Temporary Sign Permit shall not waive compliance with all sections of the Zoning Code, all other applicable Covina Municipal Code, and applicable provisions of the Covina Design Guidelines.

I certify that the information and materials contained in this application are accurate and complete, and that I agree to all associated Conditions of Approval for the placement of one temporary banner within the public right-of-way.

Applicant Signature: _____ Date: _____