



Community Development Department
1 Plaza, PO Box 667
Patterson, CA 95363
Ph. 209.895.8020
Fax 209.895.8019
www.ci.patterson.ca.us

TEMPORARY SIGN PERMIT

This information is provided as a guide to assist you in the preparation to apply for a **Temporary Sign Permit**. It is also intended to explain the process by which the City analyzes and acts upon the application.

What is a Temporary Sign Permit

The Patterson City Code allows signs that are temporary (30 days) in nature to be reviewed administratively. The goal of the Temporary Sign Permit is to ensure that temporary signs are in conformance with the sign code and its intent and purpose.

Application Submittal

The Temporary Sign Permit shall be filed by the business owner, business manager or property owner on forms prescribed for this purpose. The application shall be submitted to the Planning Department, 1 Plaza (P.O. Box 667), Patterson, CA 95363.

Additional information may be required by the Community Development Director during the review of the application.

Application Fee: \$55.00 (due at application submittal)

Findings

The Community Development Director will issue the Temporary Sign Permit only after they have determined that the request complies with all requirements for temporary signs (Chapter 18.82.080 of the City Code).

Processing the Application

The processing time for a completed Temporary Sign Permit is ten (10) business days. Temporary Use Permits will be reviewed for compliance with the City Code and are only permitted for 30 days. Planning staff will prepare a written response stating either approval or denial of the application, and list conditions for approval.



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Note: Code Enforcement action may be taken if a temporary sign is placed/installed without a temporary sign permit.



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Application for Temporary Sign Permit

Project #: _____

Date

Business and/or Event Associated with Sign

Applicant Name

Mailing Address/City/State/Zip:

Phone Number

Email

Property Owner

Mailing Address/City/State/Zip:

Phone Number

Email

Temporary Sign Description / Location:

Street Address

Sign Location

Duration of Sign (**dates**)

Proposed Use of the Site (Grand Opening, Promotional Sale, etc.,)

Attach Sign Information:

- Sign Plan(s) of all proposed temporary signs drawn to scale, with dimensions noted
- Site Plan(s) depicting the location of each temporary sign on the site and setback from property lines. (landscaped area, placed on front, side, back of the building, etc.)



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Certification: I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability and that the facts, statements, and information presented are true and correct the best of my knowledge and belief. **If any of the facts represented here change it is my responsibility to inform the City of Patterson.**

APPLICANT: _____ **DATE:** _____

APPROVED BY: _____ **DATE:** _____