



CITY OF DUBLIN
Zoning Clearance Application Form
Coming Soon Sign

Name (Print or Type): _____ Title: _____

Address (Street, City & Zip): _____ Phone: _____

Signature: _____ Date: _____

By signing this form I agree that my Coming Soon sign has been professionally designed and fabricated by a design professional, will have a professional appearance, will be constructed of durable all-weather materials and will be maintained in good condition throughout the display period. I further agree to remove the Coming Soon sign upon final occupancy of the main structure as required by the Dublin Zoning Ordinance. I understand that displaying the sign beyond the date of final occupancy is a Dublin Zoning Code violation and that I could be subject to a citation without prior written notice.

PROJECT INFORMATION

Project Address: _____

Project/Business Name: _____

Property Owner's Name (Please Print Legibly): _____

Property Owner/Agent Signature: _____ Phone: _____

Description:

Number of signs: (Maximum of 2)	Type: (banner, flag, etc.)
Material: (wood, canvas, plastic, etc.)	Method of sign attachment: (Posts, string, rope, nails, etc.)
Sign: Height (Max. 8-feet) Width	Sign Area in Square Feet: (Max. 32 s.f. per side)
Copy:	Location(s):
Color(s): Letter(s) Logo Background	Printed one or two sides:



HOW TO OBTAIN A COMING SOON SIGN PERMIT

The City of Dublin has a simple process for obtaining a permit to display a temporary Coming Soon sign.

A Coming Soon sign is only permitted to be displayed during the time period between issuance of a building permit and final occupancy. A maximum of 2 Coming Soon signs are permitted on the site for which the building permit is issued. Coming Soon signs are limited to a maximum height of 8-feet and a maximum area of 32 square feet per side.

To apply for a permit:

1. Complete the Zoning Clearance Application Form on the reverse side of this sheet. If possible, attach a photograph of the signs and the locations where they will be placed on the site.
2. Submit the completed Zoning Clearance Application Form, in person, to the Planning Division at the Dublin Civic Center located at 100 Civic Plaza, Dublin. Your application must be approved prior to the display of a Coming Soon sign.
3. Submit application fee with the completed Zoning Clearance Application Form. Payment can be made by cash, check (made payable to the City of Dublin) or credit card.

If you have any questions regarding this process or the Zoning Clearance Application Form, please contact the Planning Division at (925) 833-6610.