



**CITY OF DUBLIN**  
**Zoning Clearance Application Form**  
**Temporary Promotional Grand Opening**  
**or Going-Out-of-Business Sign**

Name (Print or Type): \_\_\_\_\_ Title: \_\_\_\_\_

Address (Street, City & Zip): \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing this form I agree that my Grand Opening or Going-Out-of-Business 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 to remove the Grand Opening or Going-Out-of-Business sign within sixty (60) days from its installation as required by the Dublin Zoning Ordinance. I understand that displaying the sign beyond the 60-day period 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:**

<b>Number of signs:</b> (Limited to One) <b>One</b>	<b>Purpose:</b> (Grand Opening or Going-Out-of-Business)
<b>Type:</b> (banner, flag, etc.)	<b>Material:</b> (canvas, plastic, etc.)
<b>Sign:</b> <b>Height</b> <b>Width</b>	<b>Method of sign attachment:</b> (Strings, rope, nails, etc.)
<b>Copy:</b>	<b>Location:</b>
<b>Color(s):</b> <b>Letter(s)</b> <b>Logo</b> <b>Background</b>	<b>Printed one or two sides:</b>
<b>Tethered Height:</b>	<b>Time Displayed:</b> (maximum of 60 days)



## HOW TO OBTAIN A TEMPORARY PROMOTIONAL GRAND OPENING OR GOING-OUT-OF-BUSINESS SIGN

The City of Dublin has a simple process for obtaining a permit to display a temporary Grand Opening or Going-Out-of-Business sign.

***A Grand Opening sign is permitted to be displayed for a maximum of 60 days if applied for within 60 days of the business opening. A maximum of 1 Grand Opening sign is permitted and may only be applied for one for the life of the business. A Going-Out-of-Business sign is permitted to be displayed for a maximum of 60 days. A maximum of 1 Going-Out-of-Business sign is permitted to be displayed for the life of the business.***

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### **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 sign.
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 Grand Opening or Going-Out-of-Business 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.