



# CITY OF DUBLIN

## Zoning Clearance Application Form

# Temporary Promotional Signs

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

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

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

*By signing this form I agree that my temporary promotional sign(s) have 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 temporary promotional sign(s) within twenty-one (21) days from installation as required by the Dublin Zoning Ordinance. I understand that displaying the sign(s) beyond the 21-day period is a violation of the Dublin Zoning Ordinance 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> (maximum of 2, see reverse)	<b>Purpose:</b> (sale, promotion, etc.)			
<b>Type:</b> (banner, flag, etc.)	<b>Material:</b> (canvas, plastic, etc.)			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><b>Sign: Height</b></td> <td style="width: 33%;"><b>Width</b></td> <td style="width: 33%;"><b>Area</b></td> </tr> </table> <p><i>Sign will not exceed 60 square feet per Zoning Ordinance</i></p>	<b>Sign: Height</b>	<b>Width</b>	<b>Area</b>	<b>Method of sign attachment:</b> (Strings, rope, nails, etc.)
<b>Sign: Height</b>	<b>Width</b>	<b>Area</b>		
<b>Copy:</b> (words and graphics, it must be promotional)	<b>Location:</b>			
<b>Color(s): Letter(s) Logo Background</b>	<b>Printed one or two sides:</b>			
<b>Tethered Height:</b>	<b>Time Displayed:</b> (maximum of 21 days)			



## HOW TO OBTAIN A TEMPORARY PROMOTIONAL SIGN PERMIT

The City of Dublin has a simple process for obtaining a permit to display temporary promotional signs. Pursuant to Section 8.84.020.PP of the Dublin Zoning Ordinance, a **Temporary Promotional Sign** is defined as, *temporary banners, flags, balloons, searchlights and similar advertising devices when used for a grand-opening event, going-out-of-business event, special promotional event or promotional need such as "Now Hiring" or "Help Wanted" and other needs of a similar nature (such as a Grand Re-Opening) as determined by the Director of Community Development.*

If you would like to display a balloon or a searchlight or you would like to advertise for a grand opening or going-out-of-business event, please contact the Planning Division at (925) 833-6610 to obtain the correct application form.

***Temporary Promotional Signs permitted pursuant to a Zoning Clearance may be placed on-site for a maximum of 21 consecutive calendar days per permit. A minimum waiting period of 42 consecutive calendar days between permits is required.***

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### **To apply for a permit:**

1. Complete the Zoning Clearance Application Form on the reverse side of this sheet.
2. Obtain Property Owner/Agent's Signature prior to submitting the Application Form.
3. Provide a Site Plan identifying the location of your business and the location of the temporary promotional sign(s). A maximum of two signs may be displayed concurrently: one on the building and one along the street frontage. If you have two street frontages and would like to display one banner sign on each street frontage, the signs must be a minimum of 200-feet apart.
4. Provide a photograph of the location where the temporary promotional sign will be displayed.
5. 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 any temporary promotional sign(s).
6. Submit the application fee PER SIGN with your Zoning Clearance Application. 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.