



CITY OF DUBLIN  
COMMUNITY DEVELOPMENT DEPARTMENT

**COVID-19 RELIEF TEMPORARY PROMOTIONAL BANNER & A-FRAME SIGN PERMIT APPLICATION**

The Dublin City Council has authorized the waiver of certain Zoning Ordinance requirements to facilitate business operations affected by COVID-19 and the related public health orders. The purpose of this application is to request temporary promotional banners and/or A-frame signs that deviate from certain development standards established by the Zoning Ordinance provided they are temporary in nature and do not detract from the general attractiveness of the City.

**I. APPLICATION REQUIREMENTS**

- Signed copy of completed COVID-19 Relief Temporary Promotional Banner & A-Frame Sign Permit Application.
- Site plan or aerial photo identifying the location of your business and proposed temporary promotional banners and/or A-frame signs.
- Photograph or elevations of the location where the proposed temporary promotional banners and/or A-frame signs will be displayed.
- Completed COVID-19 Temporary Promotional Banner/A-Frame Sign Conformance Checklist.

If you have any questions, please contact the Planning Division at (925) 833-6610.

**II. PROJECT INFORMATION**

Description of Temporary Promotional Banners and A-Frame Signs (Example: Type [Banner and/or A-Frame], Quantity, Size, Height, Material, Location, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. AUTHORIZATION AS OPERATOR/AGENT**

- By checking this box, I certify that I am the Operator of record, or an Authorized Agent of the Operator, and that I have full legal capacity to, and hereby do, authorize the filing of this application. I agree that my temporary promotional banners and/or A-frame signs 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 understand that there is a COVID-19 Temporary Promotional Banner/A-Frame Sign Conformance Checklist for the proposed temporary banners and/or A-frame signs that must be adhered to and further agree to comply with all parts of the Conformance Checklist. I also acknowledge that applications may be approved, conditionally approved, or denied, and that the City has sole discretion to modify or revoke a Temporary Promotional Banner & A-Frame Sign Permit at any time for any reason.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_ Email: \_\_\_\_\_

## COVID-19 Temporary Promotional Banner/A-Frame Sign Conformance Checklist

**Instructions:** Please check one of the following boxes for each row to confirm if you and/or the proposed temporary promotional banners and/or A-frame signs, as applicable, will comply or do agree (yes), not comply or disagree (no), or is not applicable (N/A) with the requirements and standards associated with temporary promotional signs. If you check “No,” please contact the City to clarify how your proposal may be brought into compliance.

<b>General Requirements – A-Frame Signs</b>				
1.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<b>Timeframe:</b> The display of A-frame signs will be limited to the timeframe of public health orders of the federal, state, or county government designed to slow the transmission of COVID-19. All approvals authorized under this application will be temporary in nature and granted solely to enable business operations. Operator/Agent understands and agrees that permitted temporary A-frame signs confer no vested rights to any ongoing or continued activities.
2.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<b>Removal of A-Frame Signs:</b> Temporary A-frame signs will be removed, and the area returned to its previous condition within 10 days of the end of public health orders of the federal, state, or county government designed to slow the transmission of COVID-19.
3.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<b>Sign Positioning:</b> No more than two temporary A-frame signs will be displayed concurrently (one A-frame sign within four feet of the business entrance, and one adjacent to the permitted outdoor business operations, if applicable).
4.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<b>Size:</b> Temporary A-frame signs will not exceed a maximum of 7.5 square feet per side maximum.
5.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<b>Permanent Changes:</b> No permanent changes to the area will be made by the installation of the temporary A-frame signs.
<b>General Requirements – Promotional Banner Signs</b>				
6.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<b>Timeframe:</b> Temporary promotional banners will be displayed for no longer than 21 consecutive calendar days after public health orders of the federal, state, or county government designed to slow the transmission of COVID-19 allow indoor operations (even operations on a limited capacity) to resume. A minimum waiting period of 42 consecutive calendar days between displays will be observed. All approvals authorized under this application will be temporary in nature and granted solely to enable business operations. Operator/Agent understands and agrees that permitted temporary promotional banners confer no vested rights to any ongoing or continued activities.
7.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<b>Removal of Promotional Banner Signs:</b> Temporary promotional banners will be removed, and the area returned to its previous condition within 21 consecutive calendar days of the relaxation of restrictions to allow indoor operations (even operations on a limited capacity).
8.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<b>Sign Positioning:</b> No more than two temporary promotional banners will be displayed (one banner on the tenant’s building frontage and one along the street frontage). If there is more than one street frontage, one banner may be displayed on each street frontage (in lieu of the building frontage), if the banners are at least 200 feet apart.
9.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<b>Size:</b> Temporary promotional banners will not exceed a maximum of 60 square feet. Temporary promotional banners will not extend above the eave of the building or structure.
10.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<b>Permanent Changes:</b> No permanent changes to the area will be made by the installation of the temporary promotional banners.
<b>Installation Requirements</b>				
11.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<b>Location:</b> All temporary promotional banners and A-frame signs will be located on private property.
12.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<b>Material:</b> All temporary promotional banners and A-frame signs have been professionally designed and fabricated by a design professional, will have a professional appearance, will be

				constructed of durable all-weather materials, will not have electrical connection and will be maintained in good condition throughout the display period.
13.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<b>Property Damage:</b> All public or private property will be restored to its prior condition upon removal of the temporary promotional banners and/or A-frame signs with associated costs borne by the Operator/Agent.
<b>Building &amp; Safety Division Requirements</b>				
14.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<b>Securing Temporary Signs:</b> Temporary promotional banners and A-frame signs will be secured to a building, tent, canopy, the ground, other structure, or otherwise weighted down to avoid wind lift.
<b>Public Works Department Requirements</b>				
15.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<b>Vehicle Access &amp; Pedestrian Movement:</b> All temporary promotional banners and A-frame signs will not obstruct pedestrian movement on walkways, existing vehicular access will remain open, driver's sight distance will not be obstructed, fire protection appliances or fire lanes will not be blocked, building entrance will be kept clear, and pedestrian traffic will not be shifted into driveway or fire lane aisles.
16.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<b>Stormwater Management:</b> No areas of typical patterns of water flow for storm water (i.e., gutter pan, low spots, etc.) will be blocked by temporary promotional banners or A-frame signs placed on the ground.
<b>Other Requirement</b>				
17.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<b>Indemnification:</b> The Operator/Agent will defend, indemnify, and hold harmless the City of Dublin (including its elected officials, officers, employees, agents, and volunteers) from and against any and all claims (including litigation, demands, damages, liabilities, costs, and expenses, including court costs, interest, and attorney's fees) at any time arising out of or in any way connected with the City's review and/or approval of this Temporary Promotional Banner/A-Frame Sign Permit and/or any actions pursuant to the Temporary Promotional Banner/A-Frame Sign Permit taken by the Operator/Agent (except only for those claims arising from the City's sole negligence, willful misconduct, or active negligence, as defined by California Civil Code Section 2782).

By checking the box, I certify that I have read this application and the above information is correct to the best of my abilities. I agree to comply with all applicable federal, state, county, and City laws and requirements.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

For additional resources for small businesses, please visit the City's [COVID-19 Business Resource Guide](#).

-----STAFF USE ONLY-----

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

Title: \_\_\_\_\_ PLCD: \_\_\_\_\_