



City of Duarte
COMMUNITY DEVELOPMENT DEPARTMENT
 1600 Huntington Drive
 Duarte, CA 91010
 Ph: 626-357-7931 | Fax: 626-358-0018
 www.accessduarte.com

Temporary Sign Application

APPLICANT INFORMATION	
BUSINESS NAME:	
BUSINESS ADDRESS:	UNIT NO:
CONTACT PERSON:	PHONE NUMBER:
SIGNATURE:	DATE:

CHECK ALL THAT APPLY		
<input type="checkbox"/> BANNER	Maximum of 105 days per calendar year; max. 30 days per permit. Maximum overall banner size: 40 square feet. Banner Height & Width: _____ Sq. Ft: _____ Text: _____	Installation Date: Removal Date: # of days:
<input type="checkbox"/> BANNER FOR NEW OR FUTURE TENANT	Future tenant banners up to 90 add'l days; max. 45 days before opening. Banner Height & Width: _____ Sq. Ft: _____ Text: _____	Installation Date: Removal Date: # of days:
<input type="checkbox"/> FLAGS <input type="checkbox"/> STREAMERS <input type="checkbox"/> PENNANTS <input type="checkbox"/> BALLOONS	Allowed max. of 20 days per calendar year; max. 10 days per permit in conjunction with an approved banner. Number of Balloons: _____ Size of Balloon(s) _____ inches	Installation Date: Removal Date:
<input type="checkbox"/> A-FRAME SIGN	An approved A-Frame sign may be displayed on private property during business hours. Attach sign submittal.	<input type="checkbox"/> Sign design details per DDC 19.42.100(A) <input type="checkbox"/> Site Plan
<input type="checkbox"/> DEVELOPMENT DIRECTIONAL SIGNS	Temporary signs established for the purpose of directing persons to new developments. Attach sign submittal.	<input type="checkbox"/> Sign design details per DDC 19.42.090(F) <input type="checkbox"/> Site Plan

OFFICE USE ONLY		
BANNER Maximum 105 days in calendar year Maximum 30 days per permit	FLAGS, STREAMERS, PENNANTS, BALLOONS Maximum 20 days in calendar year Maximum 10 days per permit	NEW OR FUTURE TENANT Maximum 90 Days in calendar year Maximum 45 days before opening
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> N/A	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> N/A	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> N/A
Approved for: _____ days Previously used: _____ days Remaining for the calendar year: _____ days	Approved for: _____ days Previously used: _____ days Remaining for the calendar year: _____ days	Approved for: _____ days Previously used: _____ days Remaining for the calendar year: _____ days
Applicable Requirements: <input type="checkbox"/> Banner must remain attached to building. <input type="checkbox"/> Banner must comply with DDC 19.42.090 (Temporary Signs). <input type="checkbox"/> _____ <input type="checkbox"/> _____	Applicable Requirements: <input type="checkbox"/> Pennants, flags, streamers &/or balloons must be displayed simultaneously with an approved banner. <input type="checkbox"/> Banner must comply with DDC 19.42.090 (Temporary Signs). <input type="checkbox"/> _____	Applicable Requirements: <input type="checkbox"/> Banner must remain attached to building. <input type="checkbox"/> Banner shall be removed immediately upon installation of a permanent sign. <input type="checkbox"/> Banner must comply with DDC 19.42.090 (Temporary Signs). <input type="checkbox"/> _____
By: _____ Date: _____	By: _____ Date: _____	By: _____ Date: _____
Receipt No.	Amount Paid:	Date Fee Paid: