

City of San Marcos

TEMPORARY SIGN PERMIT

Sign Permit No.
Date Approved:
Approved by:

Applicant's Name: _____ Phone: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Property Owners Name: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Location of Sign (Business Name): _____

Project Address: _____

Assessors Parcel No. _____

Business Phone: _____

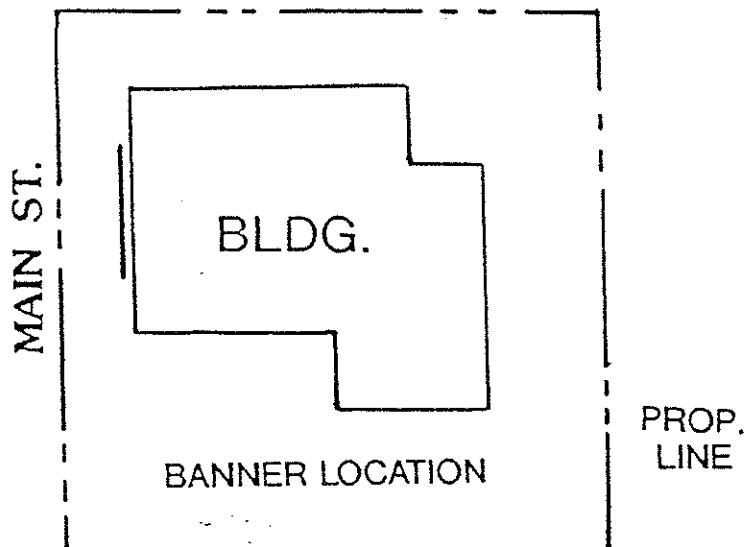
List temporary signs proposed by type with size and height. Attach a site plan for location of sign on subject property; also if it is attached to a building, provide plans showing building and sign elevations.

Sign Type (banner, special event, flag, etc.)	Quantity	Sign Size	Sign Area S.F.	Maximum height above grade	Time Period
1.					
2.					
3.					
4.					

Applicant's Signature

(Print name)

SAMPLE SIGN APPLICATION



PROPOSED SIGN

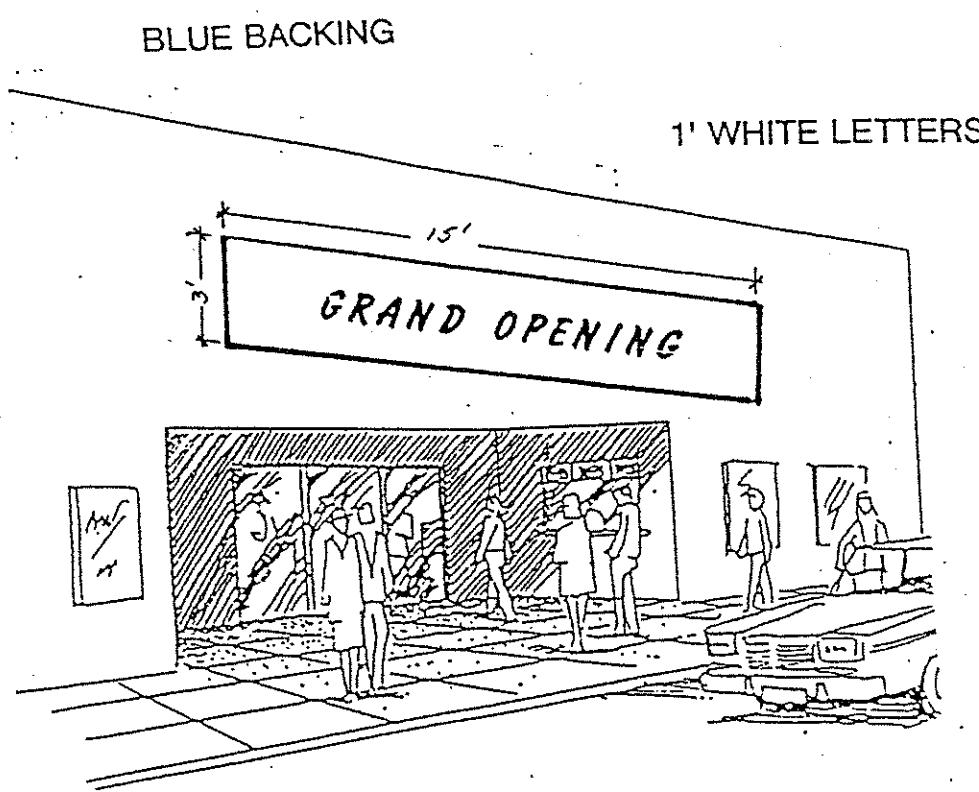
TYPE: BANNER

DIMENSIONS: 3' X 15'

TOTAL AREA: 45 SQ. FT.

NUMBER OF FACES: 1

SITE PLAN



BLDG. ELEVATION

TEMPORARY SIGN REGULATIONS

One of the City's concern is to have quality development with visual effects that fit the character of the area. Important to this is the visual quality of the development. Signs play a key role to merchants and developers wishing to identify a use or activity. Signs can also become excessive, visually unsightly, confusing and even dangerous.

If the type of temporary sign you propose is not identified within these standards, it is not permitted.

These regulations deal with temporary signs only.

PERMIT NEEDED?

All temporary signs are required to have a permit prior to displaying the sign. Such a permit will include Planning Division review and approval. Temporary sign approvals are issued by the Planning division of the city of San Marcos. Approvals are usually a quick and routine matter. In most instances, the permit will be issued the same day. The Planning Division staff reviews the application for compliance with sign regulations and any other applicable regulations.

This pamphlet tells you how to apply for a temporary sign permit, how we will process your application, and introduces you to the temporary sign standards and application of the standards.

HOW DO YOU GET A SIGN PERMIT?

Talk to a planner before you put time and money into a sign.

In all cases, you will have to fill out an application form (Attached) to get a temporary sign permit. With your application form you will have to include plans. No fee is required.

PLANS ARE REQUIRED

Two types of plans are required: a site plan and elevations of the sign (and building elevations if a wall, or projecting sign is proposed). Both plans must be in ink or other nonerasable medium on a minimum 8½ x 11" paper. Be sure each sheet of plans includes:

- ❖ Your name, address and phone.
- ❖ The location of the sign (address and Assessor Parcel Number)
- ❖ The date the drawings were prepared.
- ❖ The scale of the drawings.

The Planning Division staff will review your sign and compare it to the temporary sign regulations. We will note any changes that need to be made to meet City standards. If you agree to these changes, we will issue an approval subject to those changes. If you don't agree to the changes, we can't issue an approval or permit. If your temporary sign application complies with City sign standards, the Planning Division will approve it on the day received, in most cases.

TEMPORARY SIGN STANDARD REGULATIONS

The City temporary sign standards are written "message neutral"; that is, the meaning of the sign is not regulated. Temporary sign standards apply to the length of the time of display, type, size and location, but not the message.

The regulations were adopted by the City Council based upon a recommendation of the Sign Ordinance Task Force. The following are definitions of the temporary signs allowed along with their respective regulations.

1. Temporary Signs Permitted/Not Permitted

<u>Permitted</u>	<u>Not Permitted</u>	<u>Permit not required</u>
Banners	Portable	Political
Balloons	Vehicle	Holiday
Window		Real Estate
Special Event		Public Announcement
Flags		Subdivision

2. Definitions

- A. Temporary sign shall mean pennants, banners, streamers, or similar attention getting devices. These signs are prohibited, except that such devices may be conditionally permitted for a temporary period for the grand opening or special event of a commercial use or for events of a civic, political, or recreational nature. In event such conditional permission is granted to erect such device, all provisions of these regulations shall apply.
- B. Banner sign shall mean any cloth, bunting, plastic, paper, or similar material for advertising purposes.
- C. Balloon Sign shall mean any type of sign advertising display consisting of a non-porous material bag filled with heated air, a gas lighter than air, or air under pressure.
- D. Portable Sign shall mean any sign not permanently attached, or designed to be permanently attached to the ground or other permanent structure, or a sign designed to be transported by means of wheels, signs converted to A or T frames, and menu and sandwich board signs.
- E. Window Sign shall mean any sign painted or affixed to the inside or outside of a window surface or otherwise so located within a building so as to be visible from the exterior of the building.
- F. Flags shall mean any rectangular piece of fabric or other material, or distinctive design, used as a symbol.
- G. Special Event sign shall mean any signs which advertises special events and activities including grand openings/closing, carnivals, parades, charitable events, sales including promotional sales, change of business address, change of ownership or lessee, business anniversaries, seasonal events, Christmas tree lots, public and quasi-public event that take place in the City.
- H. Vehicle sign shall mean any sign which is attached to or painted on a vehicle which is parked on or adjacent to any property, the principal purpose of which is to attract attention to a product sold or an activity or business located on such property.

3. Regulations

All temporary signs must comply with the following regulations and be placed in a fashion not to create a health and safety problem.

A. **Banner Sign**

Length of Time: A maximum of 30 combined calendar days during each of the following four month periods:

January 1 – April 30
May 1 – August 31
September 1 – December 31

Size: A maximum of two signs not to exceed a combined total of 60 square feet.

Location: Suspended and affixed between two support post and not to exceed a height of 5 feet. Attached or anchored upon a building frontage face of a legal structure and not placed above the roofline.

Restrictions:

- ❖ Cannot be placed in the right-of-way
- ❖ Not permitted to be attached and/or affixed to trees or shrubbery.
- ❖ Cannot interfere with either pedestrian or vehicular sight distance.
- ❖ Cannot interfere with any view corridor or obstruct visibility to any existing business.
- ❖ Cannot interfere with any existing permanent sign.
- ❖ Must be placed facing business frontage.

B. Balloons

1. Ambient Air Balloon

Length of Time: 14 combined days per calendar year.

Size: Not to exceed a height of 30 feet.

Location: Planning Division Approval

Restrictions: See Ordinance 84-637.

2. Balloons 16 inches or less in diameter

Length of Time: N/A

Size: 16 inches or less in diameter

Location: A string of balloons must be attached to or mounted at one end to a legal structure and anchored at the other end.

Restrictions:

- ❖ Must be removed at the close of business hours each day.
- ❖ The length cannot exceed the distance from the face of the building frontage to the right-of-way.
- ❖ Cannot be placed in the right-of-way.
- ❖ Not permitted to be attached and/or affixed to trees or shrubbery.
- ❖ Cannot interfere with either pedestrian or vehicular sight distance.
- ❖ Cannot interfere with any existing permanent sign.

C. Window Sign

Length of Time: No time limit.

Size: The maximum allowed window coverage is 33% of the combined total glass area of the building frontage being utilized for advertisement purposes.

Location: N/A

Restrictions: N/A

D. Special Event Sign

Length of Time: A maximum of 14 days prior to the special event and no longer than 5 days after the conclusion of the event.

Size: One sign not to exceed a maximum of 32 square feet.

Location: Suspended and affixed on one or between two support posts, fence, or temporary structure.

Restrictions:

- ❖ Cannot be placed in the right-of-way.
- ❖ Cannot interfere with either pedestrian or vehicular sight distance.
- ❖ Cannot interfere with any view corridor or obstruct visibility to any existing business.
- ❖ Cannot interfere with any existing permanent sign.

E. Flag Sign

Length of Time: No time limit.

Size: A maximum of 40 square feet.

Location: On a pole not to exceed the height limitations of the zone regulations or attached to a legal structure not to exceed the roofline.

Restrictions:

- ❖ Cannot be placed in the right-of-way.
- ❖ Cannot interfere with either pedestrian or vehicular sight distance.
- ❖ Cannot interfere with any view corridor or obstruct visibility to any existing business.
- ❖ Cannot interfere with any existing permanent sign.

