



## Planning & Community Development Department

300 Seminary Avenue

Ukiah, CA 95482

Email: [planning@cityofukiah.com](mailto:planning@cityofukiah.com)

Web: [www.cityofukiah.com](http://www.cityofukiah.com)

Planning Division

Phone: (707) 463 -6203

Fax: (707) 463-6204

### TEMPORARY BANNER PERMIT APPLICATION

|  |           |         |                 |
|--|-----------|---------|-----------------|
| BUSINESS NAME:                                 |           |         |                 |
| SITE ADDRESS:                                  |           |         | AP NUMBER(S):   |
| APPLICANT NAME:                                | PHONE NO: | FAX NO: | E-MAIL ADDRESS: |
| APPLICANT/AGENT ADDRESS:                       |           | CITY:   | STATE/ZIP:      |
| PROPERTY OWNER IF OTHER THAN APPLICANT:        | PHONE NO: | FAX NO: | E-MAIL ADDRESS: |
| PROPERTY OWNER ADDRESS IF OTHER THAN APPLICANT |           | CITY:   | STATE/ZIP:      |

**Proposed Banner, Pennant, Balloons**

Indicate dates to be displayed and purpose for each banner, pennant, balloons included in this application.

|  |                  |   |  |
|--|------------------|---|--|
| <b>#1 (select one only)</b> <input type="checkbox"/> Banner <input type="checkbox"/> Pennant <input type="checkbox"/> Balloons |                  |   |  |
| From (Date):   | To (Date):       | Number of Days:   |  |
| <input type="checkbox"/> new business/new management   |                  | <input type="checkbox"/> advertise special activities or business promotion |  |
| Length of Banner:  | Width of Banner: | Size/Square Footage of Banner:  |  |
| Copy (exact wording):  |                  |   |  |

|  |                  |   |  |
|--|------------------|---|--|
| <b>#2 (select one only)</b> <input type="checkbox"/> Banner <input type="checkbox"/> Pennant <input type="checkbox"/> Balloons |                  |   |  |
| From (Date):   | To (Date):       | Number of Days:   |  |
| <input type="checkbox"/> new business/new management   |                  | <input type="checkbox"/> advertise special activities or business promotion |  |
| Length of Banner:  | Width of Banner: | Size/Square Footage of Banner:  |  |
| Copy (exact wording):  |                  |   |  |

|  |                  |   |  |
|--|------------------|---|--|
| <b>#3 (select one only)</b> <input type="checkbox"/> Banner <input type="checkbox"/> Pennant <input type="checkbox"/> Balloons |                  |   |  |
| From (Date):   | To (Date):       | Number of Days:   |  |
| <input type="checkbox"/> new business/new management   |                  | <input type="checkbox"/> advertise special activities or business promotion |  |
| Length of Banner:  | Width of Banner: | Size/Square Footage of Banner:  |  |
| Copy (exact wording):  |                  |   |  |

Where on property or structure will the banner/object be located (show location on the plot plan)?

How will the banner/object be attached to the property or building?

Will the sign/object be higher or extend above the roof line, or obscure an existing sign, or extend over a sidewalk or place where people walk or drive?

The following items are required to be submitted as part of the Temporary Banner Permit application:

- **Picture or drawing of the banner, balloons, pennant**
- **Plot plan showing the location**
- **\$25 permit fee**

| Initials<br>Property<br>Owner        | Initials<br>Applicant | <b>Conditions of Approval</b>   |                         |
|--------------------------------------|-----------------------|---|-------------------------|
|                                      |                       | Applicant understands that additional conditions may be placed on the granting of the Permit and this Permit is not valid until signed by the Authorizing City Official.  |                         |
|                                      |                       | Applicant authorizes employees of the City of Ukiah to enter upon the subject property as necessary process this application and determine compliance with its terms.   |                         |
|                                      |                       | Applicant agrees to abide by all applicable sign regulations of the City of Ukiah. Applicant has read the temporary Banner/Pennant/Balloon regulations and will comply with said regulations.   |                         |
|                                      |                       | Applicant agrees that temporary Banner/Pennant/Balloon is constructed of pliable material such as canvas, fabric, vinyl, plastic, or similar materials that withstands exposure to the elements without significant deterioration to the sign.  |                         |
|                                      |                       | Applicant understands and agrees that temporary Banner/Pennant/Balloon shall not be displayed for any period longer than thirty (30) consecutive days per year to announce the opening of a new business (including new management); or a cumulative total maximum of forty-five (45) days per calendar year for all approved temporary Banner/Pennant/Balloon permits to advertise special activities or promote the business. |                         |
|                                      |                       | Applicant understands that each individual temporary Banner/Pennant/Balloon Permit is subject to the filing fee, but multiple time periods may be included on application.  |                         |
|                                      |                       | The approved banner, pennant, balloon will be removed by (date):  |                         |
| <b>Applicant Signature:</b>          |                       | <b>Date:</b>  |                         |
| <b>Property Owner Signature:</b>     |                       | <b>Date:</b>  |                         |
| <b>For Staff Use Only</b>            |                       |   |                         |
| <b>Filing Date:</b>                  | <b>Permit Fee:</b>    | <b>Total Amount Paid: \$</b>  | <b>Receipt Number:</b>  |
| <b>Permit Authorized By (Staff):</b> |                       | <b>Date Authorized:</b>   | <b>BANNER PERMIT #:</b> |