



DEVELOPMENT DEPARTMENT
Planning Division

TEMPORARY WINDOW SIGN APPLICATION SUBMITTAL INFORMATION

THE APPLICATION MUST BE FILLED OUT COMPLETELY, AND THE ITEMS LISTED BELOW MUST BE COMPLETED ON/SUBMITTED WITH YOUR APPLICATION OR IT WILL NOT BE ACCEPTED. THE SIGN THAT IS INSTALLED MUST BE THE SAME SIGN, IN ALL RESPECTS, THAT IS SHOWN ON THE DRAWINGS SUBMITTED WITH THIS APPLICATION. NO MORE THAN ONE SIGN CAN BE DISPLAYED AT THIS LOCATION.

This application may be approved over-the-counter subject to applicant's submittal of:

- ★ a fee of \$35.00 per location/site
- ★ the attached letter to the applicant from the Planning Manager, with applicant's original signature, requesting approval of the temporary window sign.
- ★ the attached and completed Temporary Window Sign "Letter to the Applicant."
- ★ a legible drawing/plot plan which shows the entire exterior wall surface which houses the window where the sign will be located.
- ★ height and width measurements of the total wall area.
- ★ a legible drawing or photograph which shows the proposed temporary window sign, including measurements of the sign and what material(s) the sign is/will be made of.

THE TEMPORARY WINDOW SIGN CAN:

- ★ be constructed of cloth, canvas, fabric, wood, or may be painted; with or without a structural frame.
- ★ be attached on the interior or exterior of the window with paste or glue (must be attached to the window in a manner which is attractive and free of exposed tape, wires, or other adhesive material)

THE TEMPORARY WINDOW SIGN MUST:

- ★ not exceed 10 percent of the total square footage/area of the wall surface ("total square footage/area of wall surface" includes the window)
- ★ be removed by the applicant immediately upon expiration of the 30 day display period. (30 calendar days from the date at the top of the attached "Letter to the Applicant.") Those signs not immediately removed shall be subject to possible code enforcement action(s)

PLEASE NOTE: Each site (address) is limited to two (2) 30-day temporary window sign approvals in any calendar year, with a separate application required for each 30-day period/approval.



2600 Fresno Street • Third Floor
Fresno, California 93721-3604
(559) 498-1591 FAX (559) 498-1012

Development Department
Nick P. Yovino
Director

Date

Dear Applicant or Representative:

SUBJECT: APPROVAL OF, AND CONDITIONS APPLICABLE FOR, TEMPORARY WINDOW SIGN INSTALLATION AT _____
FRESNO, CALIFORNIA

The above application has been approved. Approval has been granted effective as per the date at the top of this letter; subject to compliance with the conditions for allowance of this temporary window sign as follows:

1. The temporary window sign shall be removed after thirty (30) days which shall commence on the date shown at the top of this letter.
2. The temporary window sign shall not cause total building signage to exceed 10 percent of the total exterior wall surface—window signs are counted as part of the buildings total signage allocation.
3. The window sign must be attached on the interior or exterior of the window with paste or glue (must be attached to the window in a manner which is attractive and free of exposed tape, wires, or other adhesive material.)
4. No more than one sign shall be displayed at the location indicated in this letter and must be the same sign, in all respects, that is shown on the drawings submitted with this letter.

"I, _____, Applicant or Representative, have read and understand the attached "Temporary Window Sign Application Submittal Information," and agree to comply with the above conditions for approval and to remove the temporary window sign on the expiration date indicated at the bottom of this letter."

APPLICANT OR REPRESENTATIVE

Failure to comply with the conditions for approval may result in corrective/code enforcement action(s) by the City of Fresno.

Sincerely,

PLANNING DIVISION

Rayburn R. Beach, Planning Manager

To be Completed by City Staff

This Temporary Window Sign Approval shall expire on: _____ / _____ / _____
Date of Expiration