

CITY OF ENCINITAS
Development Services Department
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TEMPORARY SIGN/BANNER PERMIT FEES & INFORMATION

A temporary sign/banner permit is required for any temporary sign or banner that is four (4) square feet in area or greater.

There are two principal types of temporary signs permitted: freestanding signs supported by posts; and banners tied to posts or mounted to a wall. Other temporary sign types, such as balloons, flags, pennants, directional signage, and the like, are also permitted on a limited basis.

All fees associated with this permit are non-refundable.

Fees:

Application Fee: \$135

Documentation Required:

Business Registration - If you have not registered your business with the City, you will need to submit an application for a Business Registration through the Customer Self Service portal.

Proof of Ownership or Permission from Owner– letter, signed and dated by property owner, acknowledging use of the property for purpose of applied permit.

Sign Plan – include address, APN, proposed sign location(s), property dimensions, building dimensions, sign dimensions & details

Please allow a minimum four weeks processing time due to departmental reviews associated with this permit.

Temporary Signs & Banners in Residential Zones

1. Temporary on-site freestanding signs are allowed three (3) square feet each side with a maximum height of five (5) feet in residential neighborhoods. Typical uses for a temporary sign would be for “Open House”, “For Sale”, “For Lease or Rent”, or “Garage/Yard Sale”. Signs must be located on-site and may be two-sided.
2. No more than two (2) signs are permitted, however, the total sign area of both signs cannot exceed three (3) square feet.
3. Temporary signs in residential neighborhoods may not be illuminated.
4. Balloons, flags, and pennants are permitted provided they are securely tied down and displayed for daylight hours only.
5. Subdivisions with five (5) or more lots or units may have a temporary freestanding sign with a maximum area of 16 square feet and maximum height of six (6) feet. The sign area may be increased up to 32 square feet and to eight (8) feet in height provided a design review permit is approved first. This allowance is in addition to the temporary sign standards for the property.
6. Vacant, unsubdivided residentially zoned property may be permitted one (1) double-sided temporary sign not more than eight (8) square feet in area and eight (8) feet in height. “Unsubdivided” for these purposes means property that is vacant, not subdivided, and capable of yielding five (5) units or more based on the maximum density for the zone. Additional area may be allowed for properties on Circulation Element roads or with lot frontage of 300 feet or more (see EMC Section 30.60.080H).

7. All temporary freestanding signs must be removed upon the termination of the temporary use or within six (6) months, whichever is less. Temporary uses exceeding six (6) months in duration may apply for renewal of the permit prior to its expiration.
8. See EMC Section 30.60.080 for complete standards for temporary signs on residentially zoned property.

Temporary Signs & Banners in Nonresidential Zones

1. Temporary on-site freestanding signs for nonresidential zones may not exceed 16 square feet in area with a maximum height of eight (8) feet. Typical uses include: “For Lease”, “For Sale”, “Under Construction”, “Christmas Trees”, and “Carnival”. Signs must be located on-site and may be two-sided. No more than two (2) signs are permitted; however, the total sign area of both signs cannot exceed 16 square feet. All temporary freestanding signs must be removed upon the termination of the temporary use or within six (6) months, whichever is less. Temporary uses exceeding six (6) months in duration may apply for renewal of the permit prior to its expiration.
2. On-site banners for nonprofit special events may be displayed no more than 14 days prior to the event and must be removed within three (3) days after the end of the event. Only one banner with a maximum area of 24 square feet may be permitted at any time. Banners on buildings may not extend above the roof line. Banners on posts may not exceed eight (8) feet in height.
3. Grand opening/closing banners are permitted for new businesses, a change of ownership of a business, or closing of a business. Only one banner with a maximum area of 24 square feet may be permitted at any time. The banner may be double-sided and may be displayed a maximum of 60 days after the initial opening of the business, or from 60 days prior to the close of a business until the business closure. Banners on buildings may not extend above the roof line. Banners on posts may not exceed eight (8) feet in height.
4. In addition, four (4) banners per calendar year are permitted for nonresidential uses for sales and special promotions. Only one banner is permitted at a time, with a maximum area of 24 square feet. Banners on buildings may not extend above the roof line and may not be attached to the roof or parapet walls. Banners on posts may not exceed eight (8) feet in height.
5. Banners over public rights-of-way are limited to 45 square feet in area. Said signs are for civic and non-profit City-wide recognized special events and are approved through the City Manager’s office pursuant to City specifications. A banner over the public right-of-way may be displayed no more than 14 days prior to the event and must be removed within three (3) days after the end of the event.
6. See EMC Section 30.60.110 for complete standards for temporary signs on nonresidential zoned property.

Off-site Temporary Signs

1. Permission of the owner of the property where the temporary sign will be located must be obtained prior to placement of the sign. Permission is required for placement of the temporary sign and for the use of the property’s typical temporary sign allowances, except as provided below.
2. Only the minimum number of off-site temporary signs to provide direction to the subject parcel may be allowed.
3. A maximum of three (3) off-site temporary signs may be permitted per off-site parcel. Said signs shall only be displayed during daylight hours.
4. Off-site temporary signs may not exceed five (5) feet in height or three (3) square feet in area.
5. Any subdivision of land may provide an off-site directional sign not more than three (3) square feet in area, which may be displayed no restriction to daylight hours.
6. With approval of a design review permit, off-site signs not more than 16 square feet in area and not more than six (6) feet in height may be allowed for the initial sale of property that has been subdivided into five (5) or more lots. Such signs must be removed upon the completion of the initial sell of the subdivided lots. This allowance is in addition to the temporary sign standards for the property.

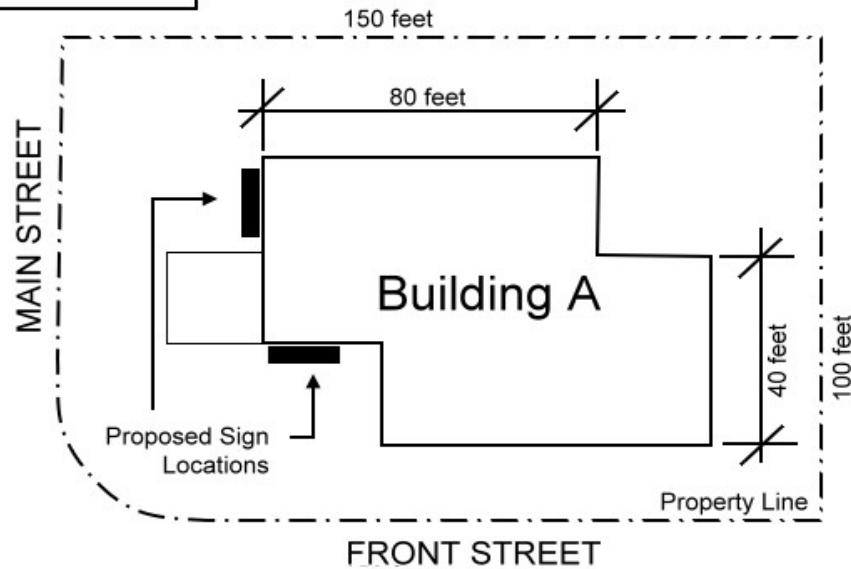
7. Except as provided above, off-site temporary signs must be removed upon the termination of the temporary use or within six (6) months, whichever is less. Temporary uses exceeding six (6) months in duration may apply for renewal of the permit prior to its expiration.
8. See EMC Section 30.60.120 for complete standards for off-site temporary signs.

TEMPORARY SIGN STANDARDS SUMMARY

Sign Type	Size	Height	Number	Period	Notes
Residential Zones					
A. Freestanding	3 sf	5'	2	6 months	3 sf is maximum aggregate allowed area for all signs.
B. Subdivisions of 5 or more lots/units	16 sf	6'	1	Initial sell period	May be increased to 32 sf and 8 ft in height subject to design review.
C. Vacant, unsubdivided property that can yield units or more	8 sf	8'	1	6 months	Area may be increased up to 32 sf in certain locations subject to design review.
Nonresidential Zones					
A. Freestanding	16 sf	8'	2	6 months	16 sf is maximum aggregate allowed area.
B. Special Event Banners (nonprofit)	24 sf	8'	1	14 days + event + 3 days	May be displayed 14 days prior to event; to be removed by three (3) days after event.
C. Grand opening/closing banners	24 sf	8'	1	60 days	60 days after initial opening/prior to closing.
D. Commercial banners	24 sf	8'	1	60 days	Up to 4 banners per year; 60 days cumulative display time per year.
Off-Site Signs					
A. Directional	3 sf	5'	3	6 months	Three (3) signs maximum per off-site parcel. Restricted to daylight hours only.
B. Subdivisions	3 sf	5'	1	6 months	May be displayed with no restriction to daylight hours.
C. Major Subdivisions (5 or more lots)	16 sf	6'	1	Initial sell period	Design Review permit required.

Sample Sign Plan (Temporary Sign/Banner)

Site Plan

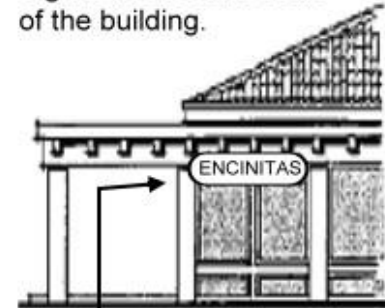


Proposed Signs

Type	Canopy
Dimensions	8 feet x 2 feet
Total Area	16 square feet

Elevation

Sign is in size and scale of the building.



Sign is located beneath canopy.

Sign Detail



Address

Accessor's Parcel Number (APN)