



Community Development Department
 14000 City Center Dr., Chino Hills, CA 91709
 P: (909) 364-2740
 E: communitydevelopment@chinohills.org

TBP No.: _____
 Submittal Date: _____

TEMPORARY BANNER & FLAG PERMIT

Use this application for temporary banners and/or flags pursuant to Chapter 16.38.047 of the Chino Hills Municipal Code.

APPLICANT INFORMATION

Business Name: _____

Contact Name: _____ Phone: _____

E-mail Address: _____

APPLYING FOR: BANNER (Max 1 per business street frontage) FLAGS (Max 2 per business street frontage)

BANNER/ FLAG DETAILS

Address of Business: _____

Location Banners/Flags will be placed:
 (i.e.: on the building, in landscape area,
 suspended from façade/eave, etc) _____

Banner/Flag Dimensions: _____

Banner/Flag Text: _____

PROPERTY MANAGEMENT/OWNER CERTIFICATION & APPROVAL REQUIRED

I/we, the undersigned owner(s) or authorized agent for the person/organization owning the business/location for which this application is made, state that I/we am/are aware that the application is being filed with the City of Chino Hills Community Development Department, and that, to the best of my/our knowledge, the information contained in this application is true and correct. I/we also have reviewed and approved the proposed banner to be displayed at the address listed.

I/we further agree that if any information provided herein proves to be false or incorrect, the City of Chino Hills shall be released from any liability incurred if the application is approved, and the City may remove the banner without notice.

Signature

Date

Print Name

Title

FOR CITY USE ONLY

Approved Display Dates

Issuing by

DIGITAL/ELECTRONIC SIGNATURES ARE NOT ACCEPTED

The information provided on this form may be subject to disclosure pursuant to the California Public Records Act (Gov't Code 6250 et seq.) and, at the City's discretion, may be posted/published on the City's website.

SUBMITTAL CHECKLIST:

ALL ITEMS MUST BE INCLUDED AT THE TIME OF SUBMITTAL. PLEASE RETURN THIS CHECKLIST WITH APPLICATION PACKET. ONLY USE CITY FORMS.

- One (1) copy** of the completed Temporary Banner & Flag Permit Application with property management/owner approval. *Please note that digital/electronic signatures will not be accepted.*
- Fees** for Temporary Banner & Flag Permit Application. Refer to the Community Development Fee/Deposit Schedule.
- One (1) Set (8 ½" x 11")** Site Plan (aerial view of location): Indicating where banner/flag will be placed on the site.
- One (1) Sets (8 ½" x 11")** Elevation Plan (street view of business frontage): Indicating banner/flag location(s) and placement.
- The proposed banner/flag(s).**

INFORMATION & PROCEDURES:

1. Temporary banners and flags placed in connection with a special event or promotional event shall be limited to the following: not more than one (1) banner or two (2) flags per street frontage. At no time shall a business display more than one (1) banners or two (2) flags per street frontage.
2. Permissible *banner* sizes shall not exceed forty-five (45) square feet.
3. Permissible *flag* sizes shall not exceed ten (10) feet in height and fourteen (14) square feet in total area.
4. The maximum time period for the display of banners and flags shall not exceed sixty (60) days within a ninety (90) day period with a maximum of four (4) events per calendar year.
5. Banners and flags placed in connection with a special event shall be displayed no sooner than thirty (30) days prior to the event and shall be removed no later than five (5) days after the event.
6. Banners and flags shall be designed to be compatible with the existing shopping center signage and design, except that banners may feature seasonal design themes. Banners and flags may be displayed on wall or fence areas of leased/owned space only. Anchored Flags may be displayed directly adjacent to the leased/owned space and may be displayed within the front or side yard setback area. Flags located in public rights-of-way are prohibited.
7. All temporary banners and flags shall display an approved City banner permit sticker. **All temporary banners and flags must be brought into the Community Development Department when the application is submitted for the purpose of staff attaching the temporary banner permit sticker.**
8. Failure to comply with all applicable development standards for banners/flags may result in the revocation of the permit and issuance of an infraction citation. Failure to remove the banner/flag by the expiration date may also result in the issuance of an infraction citation.
9. For other temporary signs, please see Chapters [16.38.040](#), [16.38.042](#), [16.38.043](#), [16.38.045](#), and [16.38.046](#).

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