



Community Development Department
14000 City Center Dr., Chino Hills, CA 91709
(909) 364-2740 Fax (909) 364-2795
www.chinohills.org

TEMPORARY USE/SPECIAL EVENT PERMIT INFORMATION AND APPLICATION

Use for permitting banners and/or flags

Banners and flags are prohibited by Appendix D of the Chino Hills Municipal Code Section 87.0710(f) except when used for temporary advertising of business openings, special events, and promotional advertising/events subject to a permit approval.

APPLICATION FEE: Refer to the Community Development Fee/Deposit Schedule for application fee amounts.

INFORMATION & PROCEDURES:

1. With the approval of a Temporary Use/Special Event Permit, up to three (3) flags or two (2) banners may be displayed by non-profit, religious, charitable or fraternal organizations; or when used for temporary advertisement for a business coming soon, grand opening, going out of business, special event, or promotional event.
2. Businesses requesting temporary advertising for “going out of business” activities are limited to one (1) such banner per ownership.
3. Permissible banner sizes for business openings and promotional events shall not exceed forty-five (45) square feet; banners for special events shall not exceed seventy-five (75) square feet; and banners oriented toward the freeway on the rear or side elevations of buildings located on lots adjacent to State Route 71 shall not exceed one hundred twenty (120) square feet.
4. The maximum time period for the display of banners and flags shall not exceed ninety (90) days for coming soon, grand opening, going out of business and special events; and sixty (60) days in a ninety (90) day period for promotional events, for a maximum of four (4) events per calendar year.
5. 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 only in landscape common area. Flags located in public right of way is prohibited.
6. The total number of banners or flags per business shall not exceed one (1) per street frontage.
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 pursuant to Appendix D of the Chino Hills Municipal Code Section 87.0710(f) 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. File a City application for a temporary banner permit, together with the banner permit required fees, and two (2) 8 ½” x 11” sets of the following:
 - a. A site plan that indicates where the banners/flags will be placed on the site.
 - b. An elevation plan that shows banner/flag locations and placement.
 - c. The proposed banner/flag text, color and size.
 - d. **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.**

Applications and fees are subject to change. Please visit our website for the most current version of this application.



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Application Date: _____

APPLICANT INFORMATION

Name: _____ Phone Number: _____

E-mail Address: _____

BANNER INFORMATION

Address of Banners and/or Flags Location: _____

Number of Banners: _____ Banner Size and Dimensions: _____

Banner Text: _____

Number of Flags: _____ Flag Size and Dimensions: _____

Flag Text: _____

Attach two (2) sets of a site plan and elevations indicating location, positions and color of the banners/flags or portable sign.

I am the (check one):

- Business Owner - Individual must be listed as Lessee on tenant space lease
- Legal Owner(s) – All individuals must sign as their names appear of the Deed of Land.
- Owner's legal agent having power of Attorney for this action. Certified Power of Attorney document must accompany the application form.
- Corporate Officer(s) empowered to sign for the corporation

I certify under penalty of perjury that the foregoing information is true and correct.

Signature	Print Name	Date
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Signature	Print Name	Date
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FOR CITY USE ONLY

_____ Filing Date	_____ Received By	_____ Receipt No.
_____ TBP Banner No.	_____ Approval Dates of TBP	_____ Removal Date