



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

TBP No.: _____
 Submittal Date: _____
 Accepted By: _____

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

Name: _____ Phone: _____
 E-mail Address: _____

BANNER DETAILS

Address of Banner Location: _____
 Number of Banners: _____ Banner Size and Dimensions: _____
 Banner Text: _____

FLAG DETAILS

Address Flag Location: _____
 Number of Flags: _____ Flag Size and Dimensions: _____
 Flag Text: _____

PROPERTY MANAGEMENT APPROVAL

Signature	Print Name/Title	Date
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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 on 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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FOR CITY USE ONLY

Approved Display Dates	Removal Date	Receipt No.
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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.
- Fees** for Temporary Banner & Flag Permit Application. Refer to the Community Development Fee/Deposit Schedule.
- Two (2) Sets (8 ½" x 11")** Site Plan: Indicating where banner/flag will be placed on the site.
- Two (2) Sets (8 ½" x 11")** Elevation Plan: 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 for business openings and promotional events 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 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.