



## TEMPORARY SIGN PERMIT APPLICATION AND INFORMATION OUTLINE

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This outline provides you with information on how to apply for a Temporary Sign Permit. We hope that the information will be beneficial in instructing you on what information is required and what steps must be taken to review your application. The more thorough and complete the application submitted to the Town, the better we are able to serve you and help you achieve your goals.

Included is the **TEMPORARY SIGN PERMIT APPLICATION**. Should you have any questions, please contact the Planning Division at (760) 369-6575 x317. The Planning Division is located in the Community Development/Public Works Department building at 58928 Business Center Drive off of Indio and Yucca Trail, north of the Monterey Business Center. You may visit our website for additional information at:

<http://www.yucca-valley.org/departments/planning.html>

### What is a Temporary Sign Permit?

A sign is defined as any structure, housing, device, figure, statuary, painting, display, message placard, or other contrivance, or any part thereof, which is designed constructed, created, engineered, intended, or used to advertise, or to provide data or information in the nature of advertising, for any of the following purpose: to designate, identify, or indicate the name of the business, of the owner or occupant of the premises upon which the advertising display is located; or, to advertise the business conducted, services available or rendered, or the goods produced, sold, or available for sale, upon the property where the advertising display is erected.

The following types of signs shall not be installed prior to the issuance of a temporary sign permit:

- Temporary banners for charitable community or civic community events may be permitted as a means of publicizing an event for a limited period of time.

- Subdivision and model home signs

- Temporary commercial and industrial signs to publicize sales, new merchandise, close-outs, grand openings, or other similar events

### Who approves a Temporary Sign Permit?

Temporary Sign Permits are reviewed and approved by Planning Division staff.

Town of Yucca Valley  
Community Development Department  
Planning Division  
58928 Business Center Drive  
Yucca Valley, CA 92284  
760 369-6575 Fax 760 228-0084  
[www.yucca-valley.org](http://www.yucca-valley.org)

## Fees

The fee for processing a temporary sign permit must be paid to the Town at the time the application is filed. A request for a temporary sign is \$130.

## Submittal Requirements

Four sets of plans to include the following:

- Plot Plan

- Scaled Drawings

- Location of sign with setback dimensions from property line and right of way

- Building location in relation to adjacent streets

- Elevation

- Building with signs in perspective from ground level

- Color rendition to show finished look



# Temporary Sign Permit Application

Date Received \_\_\_\_\_  
By \_\_\_\_\_  
Fee \_\_\_\_\_  
Case # \_\_\_\_\_

## General Information

**APPLICANT** \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**REPRESENTATIVE** \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Project Information

Business Name \_\_\_\_\_ Assessor Parcel Number(s) \_\_\_\_\_

Business Address \_\_\_\_\_

Type of Temporary Sign: \_\_\_\_\_

Dates of Display: From \_\_\_\_\_ To \_\_\_\_\_

Measurement of proposed sign: \_\_\_\_\_

Said display shall be removed entirely on or before the last date specified above.

Applicant Signature \_\_\_\_\_

Property Owner Signature \_\_\_\_\_

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Please provide a description of the proposed temporary sign that includes size, location, and color.

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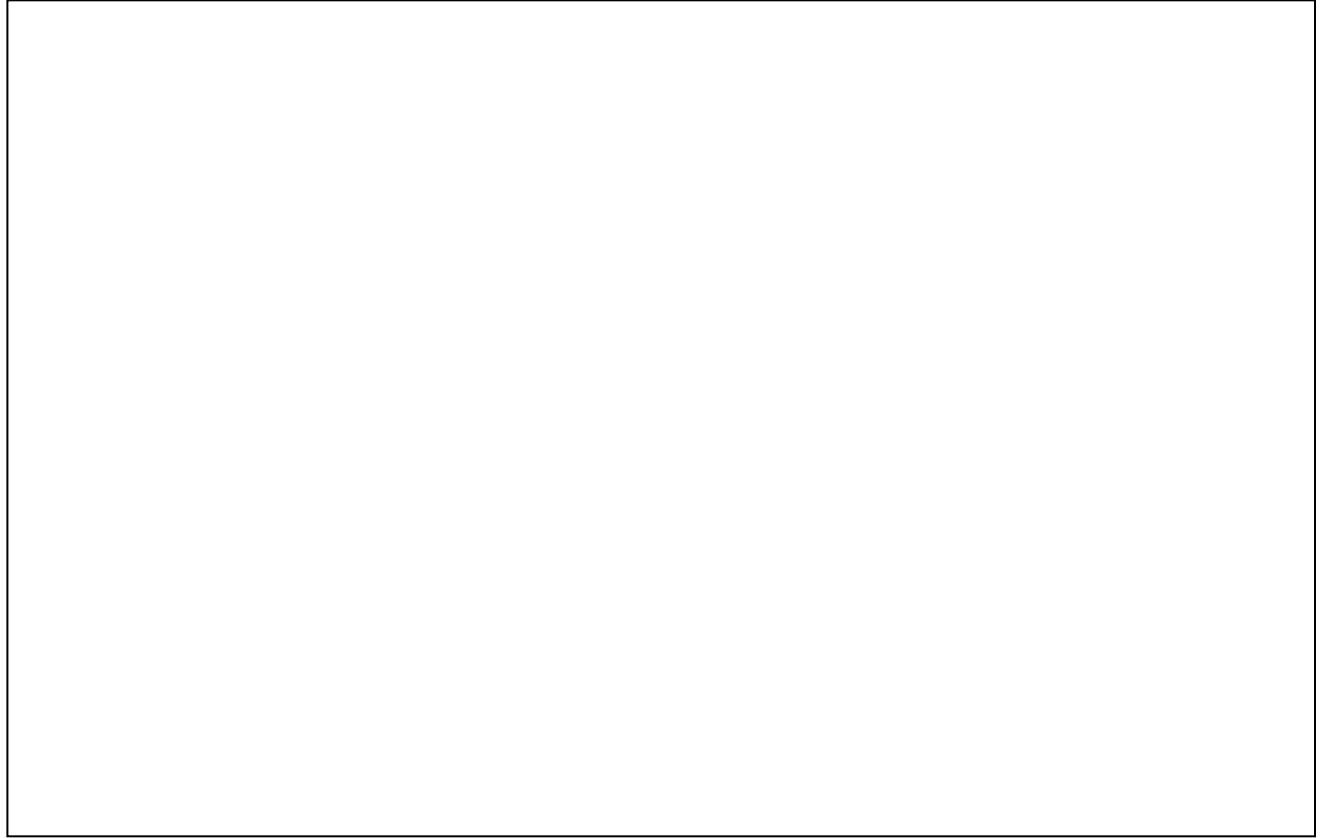
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Please provide a site plan of where the sign will be placed on your property.

# PLOT PLAN

PROVIDE NORTH ARROW

REAR PROPERTY LINE



FRONT PROPERTY LINE  
STREET