

**CITY OF YUCAIPA  
COMMUNITY DEVELOPMENT DEPARTMENT  
34272 YUCAIPA BLVD., YUCAIPA, CA 92399  
(909) 797-2489, EXT. 245**

**TEMPORARY FLAG / BANNER/ PORTABLE SIGN PERMIT**

**FILING FEE: \$283.00 PER YEAR**

Date Submitted: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Business Location: \_\_\_\_\_

The dates on which (enter number) \_\_\_\_\_ flag(s) or \_\_\_\_\_ banner(s) will be displayed  
**(NOT TO EXCEED 60 CONSECUTIVE DAYS, OR 180 DAYS PER CALENDAR YEAR):**

January	_____	July	_____
February	_____	August	_____
March	_____	September	_____
April	_____	October	_____
May	_____	November	_____
June	_____	December	_____

---

I hereby affirm that I understand the regulations of the City of Yucaipa relating to the display of temporary accessory portable signs (flags/banners). I further understand that all signs located on public property will be subject to removal without notification by the City, and that all flags/banners that are displayed on unauthorized dates will be subject to the immediate issuance of Administrative Citations and the assessment of civil fines.

Applicant's Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

**DO NOT DISPLAY FLAG/BANNER UNTIL APPLICATION IS APPROVED**

---

**CODE ENFORCEMENT DIVISION USE ONLY**

Date Approved: \_\_\_\_\_ Approved By: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

**CITY OF YUCAIPA**  
**TEMPORARY FLAG / BANNER / PORTABLE SIGN PERMIT**

A temporary accessory portable sign (e.g. a flag or banner) is defined as any temporary sign that indicates any one or a combination of the following:

1. The name of the business; the type of the business; and/or the principal product(s) of the business.
2. Relates to a forthcoming or current sale or promotion designated for a specified period of time.

Development Code Sections 87.0701 through 87.0760 makes several general provisions with which each business must comply:

1. A maximum of two (2) temporary flags or one (1) banner per street frontage at any one time shall be permitted per business.
2. Buildings/businesses with permanent freestanding signs (e.g. monument, pole) shall not be permitted to have portable freestanding signs (A-frame signs).
3. The maximum time period for display of an approved flag or banner shall be sixty (60) consecutive days for no more than 180 per calendar year. Such banners shall not exceed fifteen (15) feet in length nor three (3) feet in width. Banners and flags may be displayed on roof, wall, or fence areas only.
4. Flags or banners should function as visual enhancements for the business, and they should be graphically oriented.
5. No portable signs or banners shall be permitted in any public right-of-way (the area within twelve (12) feet of the curb) or on any public property.
6. No sign shall be placed in such a manner that it obstructs pedestrian or vehicular traffic or visibility.
7. The type, size, location and design of all portable signs and support structures shall approved by the Community Development Department.
8. An application must be submitted for review and approval for all temporary flags or banners.
9. Decisions made by the Planning Division staff may be appealed to the Planning Commission.

Your Temporary Accessory Sign Permit Application must include a site plan. The information that must appear on each site plan is listed below:

- \* Site plan must be drawn to an engineering scale, i.e. 1" = 20', 1" = 30', etc.
- \* North arrow
- \* Configuration of all streets bordering the site. The current right-of-way must be indicated.
- \* Location and heights of all walls or fences.
- \* Location of proposed flag/banner and all buildings.
- \* Dimensions of setbacks
- \* Dimensions of property lines that bound site.
- \* Name, address, and phone number of owner and representative of the project site.
- \* A rendering of the temporary sign is to be shown scaled and dimensioned separately on the site plan, including the proposed "copy" of the sign. Exact measurements, and total square footage is to be indicated. Materials and colors to be used must also be indicated. If the sign already exists, color photographs of the sign can be submitted along with the application.