



**City of Ontario
Planning Department**
415 East "B" Street Annex
Ontario, CA 91764
Phone: (909) 395-2036
Fax: (909) 395-2420

Temporary Sign Application

WHAT IS A TEMPORARY SIGN PERMIT?

The Temporary Sign Permit allows businesses to install short-term, temporary signage, such as banners, flags and other advertising devices, on private property, in conjunction with special events, as provided by the City of Ontario's Development Code, with appropriate regulations so that such signage will be compatible with surrounding businesses.

WHY IS A TEMPORARY SIGN PERMIT REQUIRED?

The City recognizes the need for signs as a means to attract customers and identify businesses within the community, and further recognizes that signing is an important design element of the physical environment. The City is committed to preserving and improving its appearance and is striving to provide an economically stable and visually attractive community through site planning, building design, landscaping and signing.

When properly designed, a sign can be pleasing and can harmonize with physical character of its environment. Poorly designed signs, however, detract from the city's aesthetic value, can result in a reduction in property values and in some cases, can present a hazard to both pedestrians and motorists.

The City is committed to preserving its aesthetic value, assuring the health and safety of its residents, and to preserving and maintaining property values. To this end, the Ontario City Council has adopted regulations governing the placement, number, size and design of temporary signs in the City. The implementation of these regulations is ensured through the Temporary Sign Application process.

FILING REQUIREMENTS

1. Temporary Sign Application.
 - a. Two (2) copies of the sign plan, showing all signs to be used during the special event. The Sign Plan shall include:
 - b. A site plan showing the location of all proposed banners and/or flags.
 - c. Exterior building elevations showing the location of all proposed banners.
2. A fully dimensioned elevation drawing of all proposed signs, describing the sign length, width, height, materials and colors.
3. Filing fee.



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APPLICANT/DEALER INFORMATION *(print or type)*

Business Name: _____

Address: _____

Telephone No.: _____ Fax No.: _____

Email: _____

Applicant: _____

Address: _____

Telephone No.: _____ Fax No.: _____

Email: _____

(Staff Use Only)

File No.: _____

Submittal Date: _____

Rec'd By: _____

Fees Paid: \$ _____

Receipt No.: _____

Action: ☐ Approved ☐ Denied

By: _____

Date: _____

ACTIVITY DESCRIPTION

Event Description: _____

Start Date: _____ End Date: _____

SIGN INFORMATION

Number of signs and location(s) on property and building(s): _____

Type, size and appearance of sign(s) *(include sign elevation drawing describing sign dimensions, materials and colors)*: _____

CERTIFICATION

I, _____, certify that I am the applicant for the activity described herein. Further, I hereby acknowledge the filing of this temporary sign permit application, certify that all information contained herein is true and accurate, and shall comply with the regulations of the temporary sign regulations of the City of Ontario.

Date: _____ Signature: _____

TEMPORARY SIGN REGULATIONS

1. A permit for temporary signs must be obtained prior to placement of any temporary sign.
2. Temporary signs shall be limited to the use of banners, flags and/or painted window signs. The use of balloons, inflatable statuary or other similar objects is prohibited.
3. The total area of all signs in the advertising device shall not exceed an area equivalent to one-half (½) of the total sign area allowed for permanent signs for the use.
4. No temporary sign or device shall be located in a manner which is not allowed for permanent signs.
5. Temporary signs may be allowed up to a maximum of forty-five (45) days per calendar year.
6. No such sign or device shall pose a hazard to the safe movement of traffic and shall not block the visibility of permanent signs on adjoining properties.

ENFORCEMENT

Any violation of the temporary sign provisions of the City of Ontario will be vigorously enforced by the Code Enforcement Division of the City of Ontario.