



**City of Lancaster**  
**Community Development Department**  
 44933 Fern Avenue, Lancaster, California, 93534  
 (661) 723-6100 • [planning@cityoflanasterca.gov](mailto:planning@cityoflanasterca.gov)

**TEMPORARY BANNER APPLICATION**

Temporary banners for grand openings, business advertising, and special events are subject to the approval of this application per the Lancaster Municipal Code (LMC). The application must be accompanied by a dimensioned sign plan.

**Applicant's Name:** \_\_\_\_\_ **Business Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

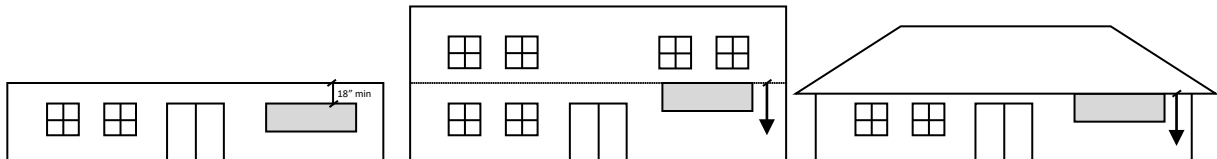
**Accela Account for Online Payment (User ID or Email):** \_\_\_\_\_

**Banner Description and Dimensions:** \_\_\_\_\_

**Installation Date:** \_\_\_\_\_ **Removal Date:** \_\_\_\_\_

Rules and Regulations

1. Temporary banners which measure less than 16 square feet in sign area, and which will be installed for 90 days or less, are approved at no cost through an Over-the-Counter approval. Temporary banners measuring up to 32 square feet and/or installed for up to one year, will require fee payment through a Director's Review. Refer to the Planning Fee Schedule.
2. The date of the posting shall be permanently and legibly marked on the lower right-hand corner of the sign face.
3. All temporary banners advertising an event shall be removed within 14 calendar days after the occurrence of the event.
4. Temporary signs attached to a wall shall not project more than 18 inches from the building wall.
5. Temporary signs shall not be placed on public property or in any manner that would endanger the public, and shall not be independently lighted.
6. Temporary banners which are affixed to a single-story building shall not extend above 18" below the top of the wall of the building, and/or the lowest point of a sloping roof of the building. Temporary banners which are affixed to multi-story buildings shall not be higher than the finished floor line of the second floor of such building. This provision is demonstrated in the exhibit below:



I certify that the foregoing statements and information are true and that any submittal material, statements or plan designs are correct to the best of my knowledge. I acknowledge and accept the following statements regarding the processing and review of applications by the City staff, Planning Commission and City Council. I certify myself as responsible for removing the temporary sign(s) noted herein. In the event that I fail to remove the temporary sign(s) as required by this approval and the LMC, the temporary sign(s) shall be deemed abandoned and may be removed by the city, the cost of which shall be paid by myself as the responsible individual:

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**FOR PLANNING USE ONLY**

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Action:  Approved  Approved w/Conditions Case No: \_\_\_\_\_

Additional Conditions: \_\_\_\_\_