



Department of Planning and Community Development

Temporary Signs

Per Hawthorne Municipal Code Section 17.35.240, a **temporary sign permit** (attached) is required for temporary signs, banners, large inflatable balloons, decorative flags, and portable signs.

Size.

1. No banner shall exceed seventy-five square feet in area or be allowed to cover more than twenty percent of the surface of any wall segment of any building upon which it is affixed.
2. No inflatable balloon shall exceed one thousand cubic feet or have a dimension greater than ten feet.
3. No decorative flag or string of flags shall exceed fifty square feet in area or one hundred feet in length.
4. No portable sign shall exceed twelve square feet in area.

Location. Temporary signs shall be securely fastened on all sides to the wall of the structure, face of the building, roof, and/or face of an existing permanent sign, and shall not be allowed to flutter freely. No temporary sign shall impede traffic or project over a public right-of-way or property line.

Number of Temporary Signs. Each tenant space is limited to:

1. One or more banners, for a cumulative banner area not to exceed seventy-five square feet and cover more than 25% of wall segment; or
2. One large inflatable balloon;
3. For tenants occupying corner leased spaces, each tenant frontage may have a banner(s) or large inflatable balloon subject to the other provisions of this section;
4. Decorative flags and portable signs shall be permitted in addition to the above temporary signs, subject to the restrictions contained herein.

Duration. No more than two permits shall be granted during any calendar year, for a cumulative total of not more than thirty days.

Penalty. A penalty will be imposed for temporary signs installed prior to the issuance of a permit. The penalty will constitute the deletion of fifteen days from the cumulative time period allowed for temporary signs.

Temporary Identification. Any owner, occupant or tenant not otherwise having a permitted permanent sign shall be permitted to have a banner for a period not to exceed sixty days to direct attention to the name of the owner, occupant, or tenant of the premises upon which the banner is placed, or identifying the premises; or advertising goods manufactured or produced or services rendered on the premises upon which the banner is placed, pending the installation of a permanent sign.

Grand Openings. Any owner, occupant, or tenant shall be permitted to have a banner or large inflated balloon, for a period not to exceed sixty days, whose sole purpose is to announce or advertise the initial opening or change in

ownership of an establishment, project, business, or other enterprise.

“Banner Holiday” Temporary Sign. An owner, occupant, or tenant shall be permitted to display, without a permit, one temporary sign between the day before Thanksgiving and the first Monday after the New Year, every year.

Maintenance of Temporary Signs. All temporary signs must be maintained in good condition and repair. Any temporary sign which is torn, faded, sagging, or in disrepair shall be removed or replaced at the request of a code enforcement officer or the planning director.

City Stamp. The temporary sign shall have affixed to it the city stamp indicating its approval and its expiration date.

Authorization for Removal. The applicant for a temporary sign permit shall consent to the code enforcement officer or the planning director entering upon the lot or parcel solely for the removal of the temporary sign, if it is not promptly removed at the expiration of the permitted period. Such entry and removal shall occur only after not less than forty-eight hours written notice is posted upon the property and left with a manager or other responsible person at the location of the temporary sign.

Temporary Window Signs. There shall be no maximum number of permits issued for temporary window signs, although each twenty-five square feet of sign area, or fraction thereof, of temporary window sign(s) shall require the issuance of a permit. The cumulative total area for temporary window signs, displayed for a business, shall not exceed:

1. Twenty-five percent of the area of the windows on which the signs are displayed;
2. Two hundred square feet per building wall segment in which the windows are located; or
3. One square foot of sign per lineal foot of total window length within a wall, whichever is less.

In determining window area, perimeter window frames, mullions and building façade divisions shall be used to measure the outside window dimensions, rather than interior, ornamental, nondescript frames and dividers. This calculation shall include any number, or combination of, temporary window signs. The cumulative time period will be determined by the number of signs multiplied by the number of days each sign is displayed, not to exceed thirty days per calendar year.

Notes:

- Holiday decorations, displayed between November 25th and January 10th, do not require a temporary sign permit.
- Temporary signs for new and/or used vehicle sales, rental and/or leasing, please see Municipal Code Section 17.35.240 (M)

TEMPORARY SIGN PERMIT APPLICATION

City of Hawthorne Planning Department

4455 West 126th Street

Hawthorne, CA 90250

(310) 349-2970

Fax: (310) 644-6685

HAWTHORNE MUNICIPAL CODE Section 17.35.240

Business Name: _____

Business Address: _____

Business Phone: _____

Business Owner: _____

Owner's Address: _____

Contact Phone: _____ Fax: _____

Applicant: _____

Applicant Address: _____

Contact Phone: _____ Fax: _____

INSTRUCTIONS FOR FILING A TEMPORARY SIGN PERMIT APPLICATION:

Submit two (2) copies of the following to the Planning Department:

1. Completed Application
2. Plans (please use attached)
 - a. Site plan (indicate locations of all proposed sign)
 - b. Elevations (indicate locations of all proposed sign)
 - c. Proposed sign with dimensions
 - d. Temporary identification sign Grand opening sign Other purpose (check box)

Notes: Please bring banner for approval– City stamp is required indicating approval & expiration date.

30 days maximum permitted per year. Permit fee is required.

Business Owner's
Signature: _____ Date: _____

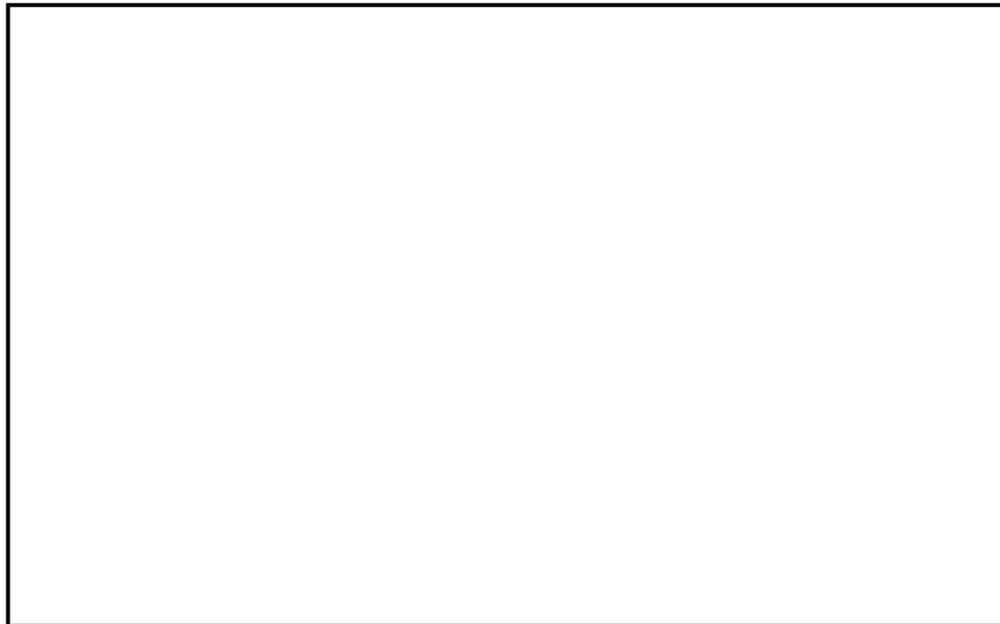
***PLEASE NOTE:** Not all applications can be processed over-the-counter. Fees are based on the value of the signs and are determined by and collected by the Building Department. Information regarding fees cannot be obtained over the telephone. With the exception of temporary identification signs and grand opening signs, **the maximum time period for temporary signs per business is 30 days per calendar year.**

BANNER PERMIT

Property Address: _____



Draw a rough site plan showing the buildings on the property, adjacent streets, parking areas, and where the banner will be located: (see back for sample)



F = Building Frontage: _____ feet

H = Building Height: _____ feet

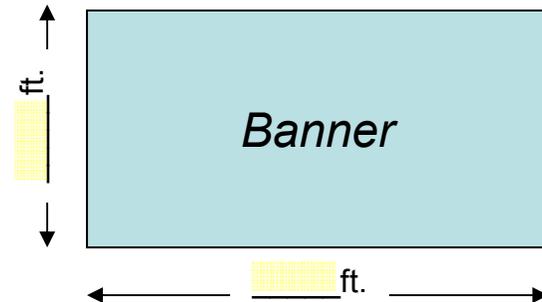
$A = F \times H =$ _____ sq. ft.

Maximum Size:
20% of building facade, up to 75 sq. ft.

$A \times 0.2 =$ _____ sq. ft.

Banner Display Dates:
30 days maximum/year
(60 days for grand opening only)

Begin _____ End _____

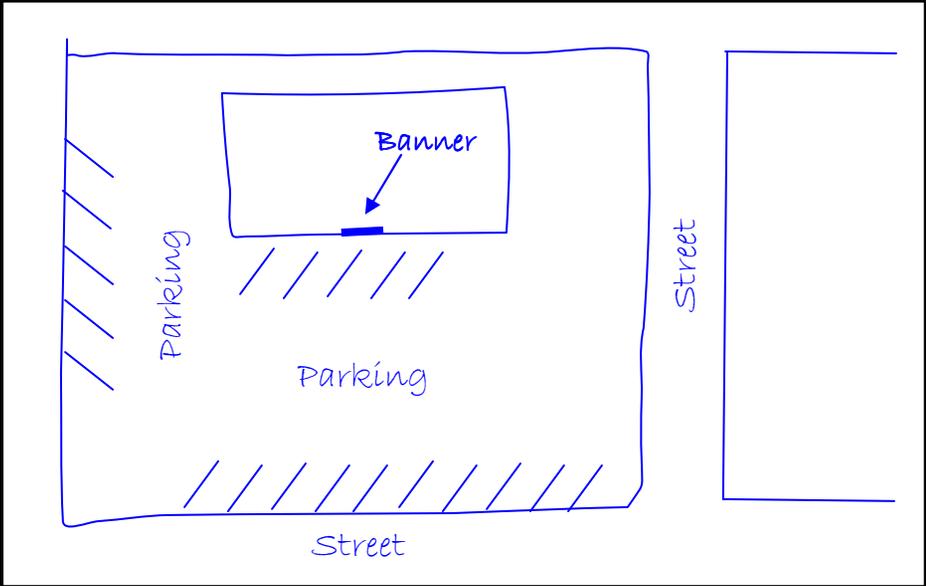


SAMPLE

Property Address: 1234 Street, Hawthorne, CA



Draw a rough site plan showing the buildings on the property, adjacent streets, parking areas, and where the banner will be located:



F = Building Frontage: 25 feet

H = Building Height: 12 feet

$A = F \times H =$ 300 sq. ft.

Maximum Size:
20% of building facade, up to 75 sq. ft.

$A \times 0.2 =$ 60 sq. ft.

Banner Display Dates:
30 days maximum/year
(60 days for grand opening only)

Begin 01/01/14 End 01/30/14

