



Planning Division Application Form Part 1

Community & Development Services Department ~ 21825 Copley Drive ~ Diamond Bar, CA 91765 ~ (909) 839-7030 ~ www.CityofDiamondBar.com

GENERAL REQUIREMENTS (Print or Type)

Name of Proposed Project:	Case # _____ FPL # _____ Deposit /Fee _____ Receipt # _____ Date _____ By _____
Location of Project:	Phone Number: _____ Fax Number: _____
Legal Description of Project (Assessor's Parcel No.):	
Applicant's Name:	Address:
Legal Owner's Name (if different from above):	Phone Number: _____
Address:	

Diamond Bar Municipal Code Section 22.44.040 states an application fee must accompany this application. The application fee is either a flat fee or a deposit plus payment of the City's processing costs computed on an hourly basis. If it is a deposit, the applicant shall pay any processing costs that exceed the amount of the deposit prior to issuance of the permit; if processing costs are less than the deposit, a refund will be paid.

Type of Review Requested (Please Check All Applicable Boxes)

<input type="checkbox"/> Administrative Review	<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Subdivision
<input type="checkbox"/> Annexation	<input type="checkbox"/> Minor Conditional Use Permit	<input type="checkbox"/> Tree Permit
<input type="checkbox"/> Comprehensive Sign Program	<input type="checkbox"/> Minor Variance	<input type="checkbox"/> Variance
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Zone Change
<input type="checkbox"/> Development Review	<input type="checkbox"/> Plot Plan	<input type="checkbox"/> Zoning Clearance
<input type="checkbox"/> Development Agreement	<input type="checkbox"/> Preliminary Review	<input checked="" type="checkbox"/> Other: TEMPORARY SIGN
<input type="checkbox"/> Development Code Amendment	<input type="checkbox"/> Specific Plan Amendment	

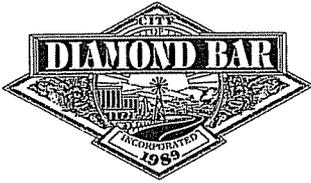
Project Description

Detailed Description of Proposed Project (Attach Additional Sheets if Necessary)

Owner Certification

I certify that I am presently the legal owner of the above-described property. Further, I acknowledge the filing of this application and certify that all of the above information is true and correct. (If the undersigned is different from the legal property owner, a letter of authorization must accompany the form.)

Owner (BUILDING)		Applicant	
Date:	Signature:	Date:	Signature:
Print Name and Title:		Print Name and Title:	



Planning Division Application Form Part 2

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GENERAL REQUIREMENTS (Print or Type)

Project Location:

Applicant:

Contact Person:

Address:

Phone Number:

Fax:

E-Mail Address:

Staff Use Only

Case No.

Concurrent Case No.

Additional Contact Person: (Please specify name, company, title)

Address:

Phone Number:

Fax:

E-Mail Address:

Legal Property Owner:

Address:

Phone Number:

Fax:

E-Mail Address:

Architect:

Address:

Phone Number:

Fax:

E-Mail Address:

Engineer:

Address:

Phone Number:

Fax:

E-Mail Address:

Landscape Architect:

Address:

Phone Number:

Fax:

E-Mail Address:

REQUEST FOR REFUND

DATE: _____

TO: CITY OF DIAMOND BAR
21825 Copley Drive
Diamond Bar, CA 91765

PAY TO: (Name) _____
(Address) _____
(City, State, Zip) _____

ATTACH A COPY OF THE CASH RECEIPT

COMPLETE THE FOLLOWING:

The banner approved with Temporary Sign Review No. _____ was up from
(date) _____ to (date) _____. The banner was removed on (date)
_____ and I request the banner deposit refund.

Print Name: _____

Signature: _____

Office use only

Verified by Neighborhood improvement on (date) _____

Approved for Warrant on (date) _____

Temporary sign permit bond. To ensure the removal of temporary signs in a timely manner, the Director may require that the applicant post a bond in an amount sufficient to cover the cost of removing the temporary sign and restoring the premises to its proper condition.

22.36.120 STANDARDS FOR SPECIFIC TYPES OF SIGNS

F. Temporary signs.

1. **Temporary special event signs.** A special event sign or banner is intended to inform the public of a unique happening, action, purpose, or occasion, (e.g., grand opening or community event), and shall comply with the following standards:
 - a. A business or commercial center may be allowed to display special event signs or banners for a grand opening or similar event for six periods per calendar year for a maximum of fourteen days per event, with a minimum of 30 days between events. Sign area is limited to 50 square feet;
 - b. An organization may be allowed to display special event signs or banners in any zoning district for a period of up to two weeks. Periods up to 60 days may be approved by the Director if the applicant provides written justification. Sign area is limited to 50 square feet. Inflatable devices shall not exceed three feet in diameter; and
 - c. Special event signs shall not include promotional advertising.
2. **Temporary advertising/promotional signs and devices.** Temporary advertising/promotional signs painted on a window or constructed of paper, cloth, or similar disposable materials, windblown devices (e.g., pennants, streamers, and banners), and inflatable devices subject to the following limitations:
 - a. Signs and other devices may be displayed for a maximum of 30 days within a 90 day period and a maximum of 90 days per calendar year to promote a particular event, sale, or product;
 - b. The total area of all temporary signs and banners shall not exceed 25 square feet per business;
 - c. Inflatable devices are allowed on freeway oriented parcels in a commercial zoning district. Tethered balloons and inflatable devices shall not exceed a height of 60 feet above finished grade;
 - d. The area of temporary signs attached to, or painted on windows shall not exceed 25 percent of the window area;
 - e. Signs shall not be attached to the exterior of windows or doors except painted-on signs; and
 - f. Signs shall not be located above the edge of the roof or above the sill of the second story windows on a multi-story structure.

3. **Temporary business identification signs.** A maximum of two temporary signs for the identification of a new business until permanent signs can be erected are allowed for a period not to exceed 90 days. One time extension may be granted by the Director. Maximum sign area is limited to 50 square feet.
4. **Temporary subdivision signs.** The placement of on-site subdivision identification/directional signs shall comply with the following standards:
 - a. Signs may contain only the name of the subdivision, name of the developer and/or agent, an identification emblem, sales price, and directional message;
 - b. A maximum of two on-site signs may be located within the project;
 - c. The total area of each sign shall not exceed 32 square feet;
 - d. The height of each sign shall not exceed six feet;
 - e. Signs shall not be illuminated;
 - f. Signs may be displayed during the two years following date of recordation of the final map, or until 100 percent of the units have been sold, whichever occurs first. Small apartment complexes (29 units or less) may display sales signs during construction and for a period of one year following the issuance of the Certificate of Occupancy; and
 - g. Apartment and group housing complexes of 30 units or more shall be considered within the definition of a subdivision for the purpose of this Subsection.

G. Wall signs.

1. Signs shall be located only on building frontages unless specifically approved by the Director.
2. Signs shall not project from the surface upon which they are attached more than required for construction purposes and in no case more than 12 inches.
3. Signs shall not project above the edge of the roof of a structure.
4. Signs shall not be placed to obstruct any portion of a window.

H. Window signs.

1. Signs shall be allowed only on windows located on the ground level and second story of a building frontage.
2. Signs shall be permanently painted or mounted on the inside of windows and doors.
3. Signs shall not occupy more than 25 percent of the window area of any one window including permanent and temporary signs.

22.36.080 PROHIBITED SIGNS

The following signs are inconsistent with the purposes and standards of this Chapter and are, therefore, prohibited in all zoning districts:

- A. Abandoned and/or dilapidated signs and sign structures;
- B. Animals or human beings, live or simulated, designed or used so as to attract attention to the premises.
- C. Animated, moving, flashing, blinking, reflecting, revolving, or other similar signs, except time/temperature devices and barber poles and signs or decorations commemorating a National, State, or local holiday;
- D. Banners, streamers, and pennants, except as specifically allowed by the provisions of Section 22.36.120.F;
- E. Bench signs, except at approved bus passenger loading areas;
- F. Changeable copy signs, except as approved for a civic organization/institution, place of worship, movie theater, or gasoline pricing sign;
- G. Electronic reader board signs, except time/temperature devices;
- H. Inflated signs, balloons, and figures except as provided in Section 22.36.120.F.2.;
- I. Neon signs, except as approved through a Comprehensive Sign Program;
- J. Obscene or offensive signs containing statements, words, or pictures of an obscene, indecent or immoral character which appeal to the prurient interest in sex, or which are patently offensive and do not have serious literary, artistic, political, or scientific value;
- K. Off-site signs not specifically allowed by the provisions of this Chapter, including billboards and outdoor advertising;
- L. Painted signs on fences, walls, or roofs;
- M. Portable signs, except as approved through a Comprehensive Sign Program;
- N. Pole-mounted signs;
- O. Price signs, except for service stations;
- P. Projecting signs;
- Q. Roof signs extending above the edge of the roof of a structure;
- R. Signs erected in a manner that a portion of its surface or supports will interfere in any way with the free use of a fire escape, exit, or standpipe or obstruct a required ventilator, door, stairway, or window above the first story;

- S. Signs not in compliance with the provisions of this Chapter;
- T. Signs emitting audible sounds, odors, or visible matter;
- U. Signs that conflict with or imitate traffic control devices due to color, wording, design, location or illumination, or that interfere with the safe and efficient flow of vehicular and/or pedestrian traffic;
- V. Signs on public property or projecting within the public right-of-way, except political signs and signs with an encroachment permit issued by the City;
- W. Strings of lights or signs outlined with individual light bulbs; and
- X. Signs attached to or painted on motor vehicles or trailers that are parked on or adjacent to property for more than 48 consecutive hours, the principal purpose of which is to attract attention to a product sold or business located on or near the property where the vehicle or trailer is located.
- Y. Signs attached to trees.