



Planning Division Temporary Sign Review Checklist

Community Development Department ~ 21810 Copley Drive ~ Diamond Bar, CA 91765 ~ (909) 839-7030 ~ www.DiamondBarCA.gov

Temporary Sign Review

A Temporary Sign Permit is required for temporary sign for special events, advertising, promotional, business identification or a subdivision.

- A *temporary special event sign* is intended to inform the public of a unique action, purpose or occasion such as a grand opening or community event and must meet the following criteria:
 - A business or commercial center may be allowed to display special event signs or banners for a grand opening or similar event for 6 periods per calendar year for a maximum of 14 days per event, with a minimum of 30 days between events. Sign area is limited to 50 square feet;
 - 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 Community Development Director if the applicant provides written justification. Sign area is limited to 50 square feet. Inflatable devices shall not exceed three feet in diameter.
 - Special event signs shall not include promotional advertising.
- 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:
 - 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;
 - The total area of all temporary signs and banners shall not exceed 25 square feet per business;
 - 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;
 - The area of temporary signs attached to or painted on windows shall not exceed 25 percent of the window area;
 - Signs shall not be attached to the exterior of windows or doors except painted-on signs; and
 - 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.
- 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 Community Development Director. Maximum sign area is limited to 50 square feet.
- Temporary subdivision sign*: The placement of on-site subdivision identification/directional signs shall comply with the following standards:
 - Signs may contain only the name of the subdivision, name of developer and/or agent, an identification emblem, sales price, and directional message;
 - A maximum of two on-site signs may be located within the project;
 - The total area of each sign shall not exceed 32 square feet;
 - The height of each sign shall not exceed 6 feet;
 - Signs shall not be illuminated;
 - 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
 - Apartment and group housing complexes of 30 units or more shall be considered within the definition of a subdivision for the purpose of DBMC Section 22.32.120(f)(4).

Section 1: Application Filing Requirements

- 1. Application Form Parts 1 and 2.
- 2. Temporary Sign Review Form
- 3. Compliance with Comprehensive Sign Program if applicable.
- 4. Site plan
- 5. Photographs of the proposed temporary sign location and temporary sign with dimensions.
- 6. Filing Fee.

Section 2: Filing Fees

Diamond Bar Municipal Code Section 22.44.040 requires an application fee to be submitted with this application. Application fee is either a flat fee or a deposit plus payment of the City's processing costs computed on an hourly basis. The applicable fee or deposit amount for this application is indicated below. 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.

Temporary Sign Review. See current fee schedule.

Section 3: Additional Submittal Requirements

- THE SUBMITTED MATERIALS DO NOT CONSTITUTE A COMPLETE FILING OR AN ACCEPTANCE BY THE CITY.** Within 14 days from the date noted on the fee receipt, the applicant or his agent will be mailed a statement notifying him/her if additional materials or information are needed.
- Additional information may be requested by the Planning Division in order to complete the processing of this application.



Planning Division Application Form Part 1

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GENERAL REQUIREMENTS (Print or Type)

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

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)

Administrative Review	General Plan Amendment	Subdivision
Annexation	Minor Conditional Use Permit	Tree Permit
Comprehensive Sign Program	Minor Variance	Variance
Conditional Use Permit	Planned Unit Development	Zone Change
Development Review	Plot Plan	Zoning Clearance
Development Agreement	Preliminary Review	Other: _____
Development Code Amendment	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		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:	Staff Use Only Case No. Concurrent Case No.
Applicant:	
Contact Person:	

Address:

Phone Number:	Fax:	E-Mail Address:
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Additional Contact Person: (Please specify name, company, title)

Address:

Phone Number:	Fax:	E-Mail Address:
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Legal Property Owner:

Address:

Phone Number:	Fax:	E-Mail Address:
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Architect:

Address:

Phone Number:	Fax:	E-Mail Address:
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Engineer:

Address:

Phone Number:	Fax:	E-Mail Address:
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Landscape Architect:

Address:

Phone Number:	Fax:	E-Mail Address:
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