



Permit No: \_\_\_\_\_

Application  
Processing Fee:  
**\$25.00**

# TEMPORARY BANNER PERMIT APPLICATION

## Regulations

- Banners may be displayed for a maximum of 30 consecutive days per Temporary Banner Permit.
- A maximum of 4 Temporary Banner Permits may be issued per business, per address, per calendar year.
- Applicants may display either wall banners OR flag banners, subject to the following criteria:

### WALL BANNERS

- Maximum Size: Based on Length of Building Frontage:
  - 0 - 49 ft.: 50 sq. ft.
  - 50 - 99 ft.: 75 sq. ft.
  - 100+ ft.: 100 sq. ft.
- Quantity: Maximum 2 banners\*
  - One per side of the building facing a street or parking lot
- Location: Attached to the building occupied by the business
- \* Businesses with more than one qualifying frontage may substitute flag banners for a wall banner. The placement of both wall and flag banners on the same frontage is prohibited.

### FLAG BANNERS

- Maximum Size: 25 sq. ft.
- Quantity: Based on Length of Building Frontage:
  - 0 - 49 ft.: 2 banners
  - 50 - 99 ft.: 3 banners
  - 100+ ft.: 4 banners
- Location: Must be displayed adjacent to business.
- Flag Banners are prohibited in the parking lot and must be set back at least 10 feet behind public sidewalk

- A City-issued sticker must be affixed to the front of each approved banner.
- For full regulations, please refer to LFMC Section 9.164.110A(1)&(2).

Business Name: \_\_\_\_\_

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

City: Lake Forest State: CA ZIP: \_\_\_\_\_

Applicant/Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone No: \_\_\_\_\_ E-mail: \_\_\_\_\_

Shopping Center/ Business Park: \_\_\_\_\_

Choose ONE type of Banner:  Wall Banner  Flag Banner

Length of Building Frontage: \_\_\_\_\_

Quantity: \_\_\_\_\_ Size (per banner): \_\_\_\_\_ sq. ft.

Banner Display Period: Start \_\_\_\_\_ End \_\_\_\_\_

How many permits have you applied for this year (including this permit)? \_\_\_\_\_

**DIAGRAM OF PROPOSED TEMPORARY BANNER(S)**

Please draw banner(s) or attach picture.

**SITE PLAN** ("bird's eye" view)

Please draw where banner(s) will be located on the building or business site.

**APPLICANT CERTIFICATION**

I hereby certify that the property manager/owner (or designee) has authorized the proposed banner display, that I have read and understand the temporary banner regulations, and that all information provided on this application true and correct.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR CITY USE ONLY**

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_