



# CITY OF TEMPLE CITY SIGN APPLICATION

Community Development Department  
9701 Las Tunas Drive – Temple City, CA 91780  
(626) 285-2171 – Fax (626) 285-8192

SIGN PERMIT NUMBER: _____
ZONE: _____
APPROVAL: _____
(FOR OFFICE USE ONLY)

**APPLICATIONS FOR SIGNS SHALL NOT BE ACCEPTED UNLESS SIGN PLANS ARE SUBMITTED WITH THE APPLICATION.**

Name of Business:	<b>TEMPORARY SIGN:</b>
Address of Business:	Banner:
Business Phone Number: (        )	A-Frame:
Sign Company:	<b>SIZE OF TEMPORARY SIGN:</b>
Sign Co. Address:	
Sign Co. Phone Number: (        )	<b>WIDTH OF BUILDING SIGN IS BEING PLACED ON:</b>

TYPE OF SIGN BEING REQUESTED (CHECK APPLICABLE ITEMS):			
<input type="checkbox"/> Individual Foam Letters	<input type="checkbox"/> Wall	<input type="checkbox"/> Projecting	<input type="checkbox"/> Can/Box
<input type="checkbox"/> Illuminated Channel Letters	<input type="checkbox"/> Pole Sign	<input type="checkbox"/> Monument	<input type="checkbox"/> Other:

LOCATION AND SIZE OF SIGN (DIMENSIONS AND TOTAL AREA):		
Front:	Side:	Rear:
COLOR(S) OF SIGN:		
Background:	Letters:	
ILLUMINATION (PLEASE COMPLETE)		
Will the sign be illuminated:    ___ Yes    ___ No	If yes, type of illumination: ___ Internal ___ External	

EXISTING SIGN(S)	
Number of Existing Signs:	
Size of Existing Signs:	
Location of Existing Signs:	
Type of Existing Signs:	
<b>Applicant's Signature:</b> _____	<b>Date:</b> _____

# **City of Temple City**

## **Sign Requirements**

### **A. GENERAL SIGNAGE REQUIREMENTS:**

- 1) Three (3) copies of detailed sign plans shall be submitted to the Community Development Department for approval.
- 2) Window signs shall not exceed 25% of total ground floor window area. Window signs are not permitted on windows above the ground floor (2<sup>nd</sup> story or higher).
- 3) New roof signs are not permitted.
- 4) Individual channel letters and foam letters are recommended for all new signs. Existing “box signs” or “can signs” are allowed to replace the plexiglass/plastic face; however, the City requests that the business name be offset a minimum of two (2) inches from the rest of the sign area.

### **B. DOWNTOWN SPECIFIC PLAN AREA SIGNAGE REQUIREMENTS:**

- 1) City Center (CC) Commercial District.
  - Front: 1 square foot/ 1 lineal foot of frontage
  - Side: 1 square foot/ 1 lineal foot of frontage
  - Rear: ½ square foot/ 1 lineal foot of frontage, a maximum of 150 square feet of sign area per property.
- 2) Gateway (GC), West (WC), Temple City Boulevard (TC), and East (EC) Commercial Districts.
  - Front: 2 square foot/ 1 lineal foot, not to exceed 300 square feet.
  - Side: 2 square foot/ 1 lineal foot, not to exceed 150 square feet.
  - Rear: 1 square foot/ 1 lineal foot of frontage
  - Free-standing-Maximum sign area of 50 square feet. Sign shall not exceed 8 feet above grade or 6 feet above planter or berm. Minimum street frontage of 100 feet required.

### **C. GENERAL COMMERCIAL (C-2, C-3, M-1, M-2):**

- 1) Permanent signs are subject to the following limitations:
  - Front: 3 square foot/ 1 lineal foot, up to 300 square feet maximum.
  - Side: 2 square foot/ 1 lineal foot, up to 150 square foot maximum.
  - Rear: 2 square foot/ 1 lineal foot, not taller than 20 feet for single business.

### **D. COMMUNITY REDEVELOPMENT AREA (5400-5700 BLOCK OF ROSEMEAD BOULEVARD AND 8821-9048 LAS TUNAS DRIVE):**

- 1) Contact the Community Development Department for general requirements, sign programs, and recommendations for compatibility.

# **City of Temple City**

## **Important Business Information**

### **BANNERS, PENNANTS, BALLONS, ETC.**

Businesses are allowed one banner, pennant or balloons for a maximum of thirty (30) days within any six (6) month period, and for a minimum of five (5) days. A temporary sign permit (no charge) must be obtained from the Community Development Department prior to displaying a banner, pennant, balloons, or any other type of advertising.

In addition to the regular temporary advertising signs, the following temporary signs are allowed for new businesses, businesses changing location, businesses under new management or a change of ownership. A temporary sign stating "Coming Soon" or "Under Construction" is permitted for a period of sixty (60) days. Also, a temporary sign stating "Grand Opening" or "Under New Management" is allowed for a period of thirty (30) days.

No flags are permitted, other than the State of California or United States flag, etc.

### **WINDOW SIGNS**

Window signs may not exceed twenty-five percent (25%) of all the ground floor window area. Window signs are only permitted on ground floor windows.

### **AWNINGS**

All awnings require a building permit and must comply with building codes. They not extend more than seven (7) feet over public property or more than two-thirds (2/3) of the distance between the property line and the curb. Minimum clearance between awning and sidewalk must be seven (7) feet.

### **ADVERTISING MATERIALS/DOOR-TO-DOOR SALES**

No flyers or commercial advertising may be placed on or inside any unoccupied motor vehicle. Prior to conducting "Door-To-Door Sales", all persons must pass a background check from the City. Also, they must obtain a copy of the "Do Not Disturb" list from the City Clerk, and must adhere to Section 5203 of the Municipal Code.

### **BUILDING ADDRESSES**

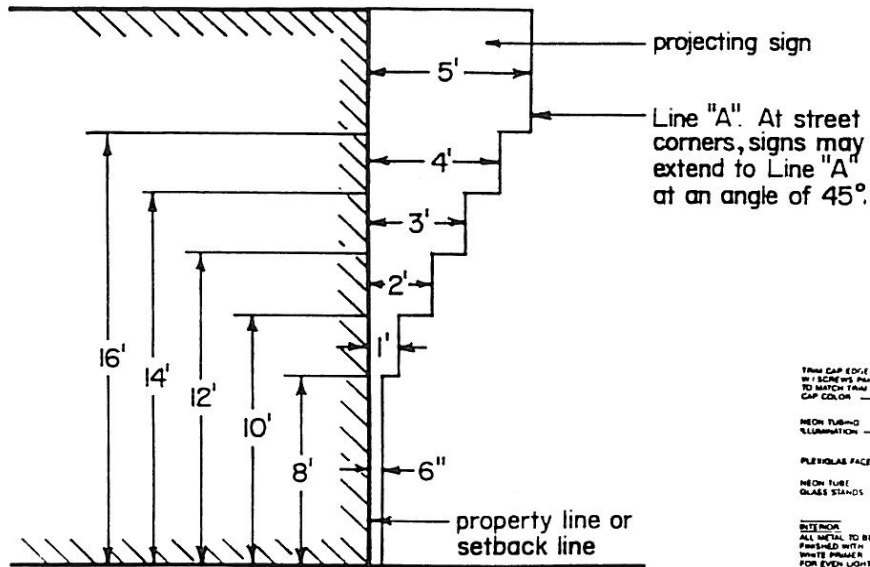
In the front of the business, there must be a property address in Arabic numerals at least five (5) inches high. This applies to the rear if public access is available. Additionally, each business must have a sign at least nine (9) inches high (in English letters) of their name or identifying the service they provide.

### **MISCELLANEOUS SIGNS AND DISPLAY INFORMATION**

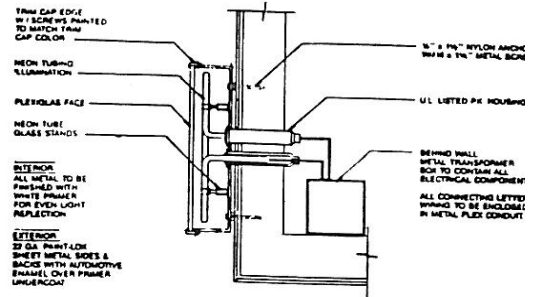
Sidewalk and "A" frame signs are considered temporary advertising and are permitted for a maximum of thirty (30) days on private property. Sidewalk and "A" frame signs are not permitted on public property.

The storage or display of merchandise outdoors is not permitted.

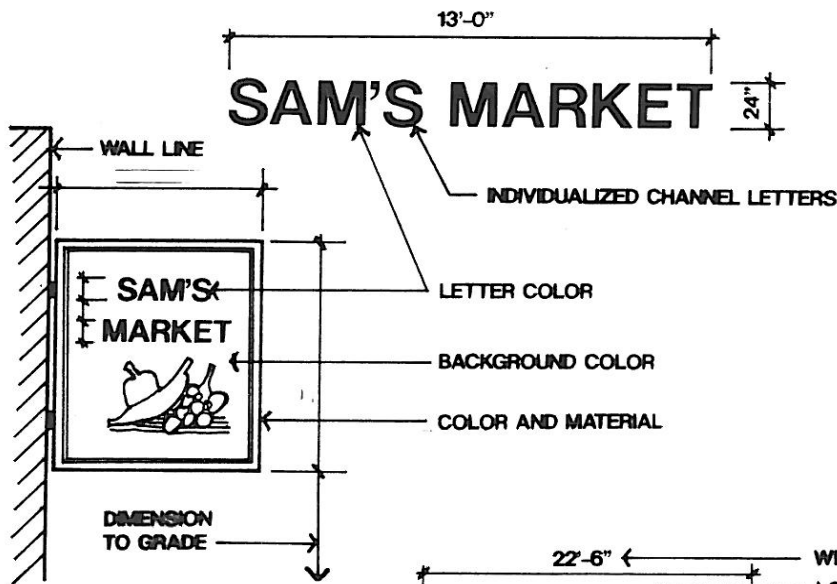
**All signs must be approved by the Community Development Department.**



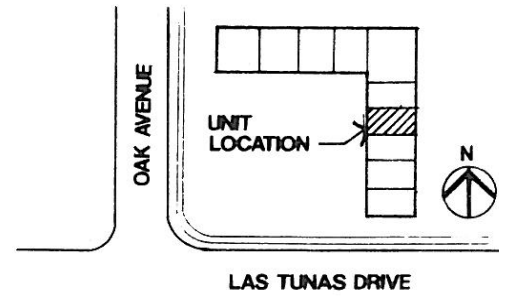
**Allowable clearance & projection over property line or setback line**



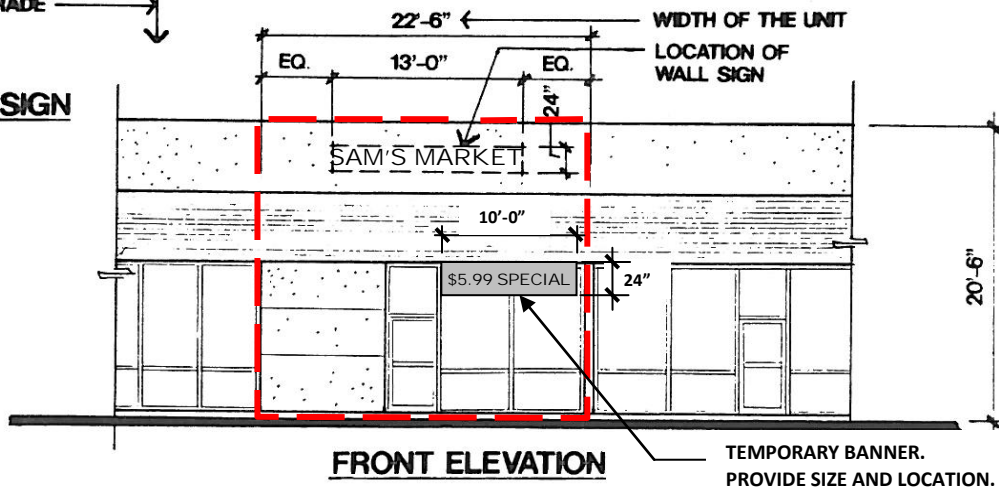
**CHANNEL LETTER DETAIL**



**PROJECTING SIGN**



**SITE PLAN**



**FRONT ELEVATION**

(SIDE AND REAR ELEVATIONS SHOULD BE SHOWN IF THEY ARE TO CONTAIN SIGNAGE)

NOTE: SHOW ALL EXISTING SIGNAGE