



City of

# HUNTINGTON PARK california

COMMUNITY DEVELOPMENT DEPARTMENT

6550 MILES AVENUE

HUNTINGTON PARK, CA 90255

TEL: (323) 584-6210 FAX: (323) 584-6244

## **TEMPORARY SIGN GUIDELINES (HPMC SEC. 9-3.1220)**

Temporary signs are intended to inform the public of specific products or services offered on-site, special events, real estate opportunities, construction, future tenants, and subdivisions. Temporary advertising signs may include, but shall not be limited to, signs that are painted on a window or constructed of paper, cloth or similar disposable materials and affixed on a window, wall, building surface, or structure. Temporary advertising signs shall require the approval of a sign permit in compliance with Section 9-3.1207, and there is a \$40.00 filing fee.

**Temporary advertising signs are subject to the following standards:**

### **Advertising Signs.**

- A. Only one (1) temporary sign shall be allowed for each building frontage;
- B. The total area of temporary advertising signs shall not exceed fifty percent (50%) of the maximum sign area allowed for the business or forty (40) square feet whichever is less;
- C. Temporary signs shall only be attached to the exterior flat wall surface of a building or other structure and shall be secured at all corners;
- D. Temporary signs shall not be attached to the exterior of windows or doors, except painted-on signs;
- E. Any advertising sign that is significantly damaged, dilapidated, worn, weathered or not securely or properly attached shall be immediately removed or replaced;
- F. Temporary advertising signs may be displayed for a maximum of thirty (30) days within a ninety (90) day period;
- G. Permits shall not be required for temporary window signs that cover less than twenty-five percent (25%) of any individual window;
- H. A temporary sign or banner associated with a Special Event may only be displayed in conjunction with a permitted Special Event; and
- I. Temporary signs shall not require a permit during periods of official public events (e.g., sidewalk sales, street fairs, etc. ) Exempted signs shall be removed upon closing of the public event.

### **Real Estate Signs.**

- A. Individual residential dwellings: one sign per street frontage not exceeding six (6) square feet each and seven (7) feet in height;
- B. Apartment units: one unlighted sign per street frontage, not to exceed sixteen (16) square feet and seven (7) feet in height;
- C. Individual commercial, office and industrial properties not located in a commercial center or industrial park: one sign per street frontage not exceeding thirty-two (32) square feet in area and eight (8) feet in height. Signs shall not impede sight distance requirements. Freestanding signs shall not be located closer than five (5) feet to any property line.
- D. Multiple tenant commercial centers, office buildings and industrial subdivisions: two (2) signs per street frontage not to exceed a total of fifty (50) square feet in area and eight (8) feet in height In addition, one sign for each tenant space available not to exceed six (6) square feet to be located at the individual space for rent or lease. Signs shall not impede sight distance requirements.

**Construction Signs.**

- A. For residential, commercial, and industrial projects, one sign per street frontage not to exceed sixteen (16) square feet each. Maximum height shall be eight (8) feet. Signs shall not be located in any way that limits traffic visibility.
- B. Removal. Construction signs must be removed within ten (10) calendar days of the earliest of issuance of a final inspection, notice of completion, or certificate of occupancy, or the functional equivalent of any of them.

**Future Tenant Signs.**

- A. Signs shall be limited to a maximum of fifty (50) square feet. Freestanding signs exceeding eight (8) feet in height shall require a building permit.

**Subdivision Directional Signs.**

- A. Signs giving directions to subdivisions may be displayed on private land are subject to the following:
  - B. There shall be no more than ten (10) signs located within the City limits for each subdivision;
  - C. Total sign area shall not exceed one hundred (100) square feet;
  - D. Sign height shall not exceed fifteen (15) feet;
  - E. Signs shall not be illuminated,
  - F. Signs may be displayed during the two (2) years following date of recordation of the final map, or until ninety percent (90%) of the units have been sold or rented, whichever occurs first;
  - G. Apartment and group housing complexes of thirty (30) units or more shall be considered within the definition of a "subdivision".
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**APPLICATION PROCEDURES**

- 1. Submit a Temporary Sign application (attached).
- 2. Submit required fee of \$40.00
- 3. Submit site plan identifying location of temporary sign.
- 4. Submit rendering of proposed temporary sign.
  - a. Include dimensions, colors, and materials of proposed temporary sign.

For further information, please contact the Planning Division by calling (323) 584-6210 or emailing [Planning@hpcg.gov](mailto:Planning@hpcg.gov) , between 7:00 a.m. and 5:30 p.m., Monday through Thursday.



**CITY OF HUNTINGTON PARK**  
 Community Development Dept. • Planning Division  
 6550 Miles Avenue, Huntington Park, CA 90255  
 Tel. (323) 584-6210 • planning@hpca.gov

# TEMPORARY SIGN PERMIT

**FOR OFFICE USE ONLY**

Date Filed: \_\_\_\_\_ File No.: \_\_\_\_\_ Fee/Receipt No.: **\$40.00** Initials: \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_

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

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

City Business License No.: \_\_\_\_\_

**APPLICANT INFORMATION** (Check Appropriate):

Licensed Contractor  Business Owner  Property Owner  Other (explain) \_\_\_\_\_

Name/Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

**SIGN(S) INFORMATION**

Purpose of Temporary Sign(s): \_\_\_\_\_

Proposed Temporary Sign(s) will read: \_\_\_\_\_

Business Frontage Width: \_\_\_\_\_ Building Height: \_\_\_\_\_ No. of Floors: \_\_\_\_\_

Proposed Sign(s) area (sq. ft.): \_\_\_\_\_ Location of Sign(s): \_\_\_\_\_

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

**CONDITIONS OF APPROVAL:**

1. The sign(s) shall be installed on or after \_\_\_\_\_ and removed on or before \_\_\_\_\_
2. The sign(s) shall be properly maintained and shall not be torn, dilapidated, excessively dirty or faded.
3. The sign(s) shall have two rigid sides.
4. Other: \_\_\_\_\_

I, \_\_\_\_\_, have read the temporary sign rules and regulations, and the conditions listed above and agree to comply with all the rules, regulations, and conditions contained therein.

**CERTIFICATE AND AFFIDAVIT OF APPLICANT:** I/We certify that all statements made on this application are true and complete to the best of my knowledge. I/We understand that any false statements may result in denial of the requested permit or revocation of any issued permit. **I/We further certify that I am, or have permission by, the property owner to conduct the proposed development applied for herein.**

\_\_\_\_\_  
 Signature of Property Owner/Applicant

\_\_\_\_\_  
 Date

**FOR OFFICE USE ONLY:**

Comments: \_\_\_\_\_

Planning Approval: \_\_\_\_\_

Date: \_\_\_\_\_