



**CITY OF COMMERCE  
COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION**

**TEMPORARY SIGN PERMIT**

**PERMIT NO.** \_\_\_\_\_

**APPLICATION FEE** \_\_\_\_\_

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

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

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

Applicant (Business Owner): \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

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

Proposed Temporary Sign(s) Will Read: \_\_\_\_\_

Bldg. /Tenant Space Width: \_\_\_\_\_ Bldg. Height: \_\_\_\_\_ No. of Floors: \_\_\_\_\_

Size of Sign(s): \_\_\_\_\_ Location of Sign(s) \_\_\_\_\_

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

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**CONDITIONS OF APPROVAL:**

1. Please provide two (2) copies of a site plan (8 ½ x 11 paper), showing all existing signs, and location(s) of proposed temporary sign(s).
2. The sign(s) shall be installed on or after \_\_\_\_\_ and removed on or before \_\_\_\_\_.
3. The sign(s) shall be properly maintained and shall not be torn, dilapidated, excessively dirty or faded.
4. Other: \_\_\_\_\_

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**TEMPORARY SIGNS RULES AND REGULATIONS**  
**(CMC Section 19.25.110)**

Temporary signs such as flags, streamers, banners, nonmetallic balloons twelve (12) inches or less in diameter, and pennants used for special promotions may be permitted subject to the following standards:

- A. A business shall be limited to a maximum of five (5) promotional periods per calendar year, with the exception of automobile dealerships, which shall be limited to nine (9) promotional periods in a calendar year.
  - B. A promotional time period shall consist of fourteen (14) days or less. No more than two (2) time periods can occur consecutively. If two (2) promotional time periods are not consecutive, the time periods must be separated by at least fourteen (14) days.
  - C. A maximum of four (4) temporary signs are allowed per event, including a maximum of two (2) exterior temporary signs.
  - D. Total sign area for temporary signs and exterior banners shall not exceed the total square footage of permanent on-site signage permitted under this chapter for the subject business. This does not include temporary inflatable objects such as air balloons.
  - E. All signs and banners must be exclusively attached to the building structure. Streamers, pennants, balloons, etc. may be detached from the building structure, but may not be on or attached to public property or on adjacent private property, and not attached to utility poles or light standards within the public right-of-way. All temporary signs, including streamers, pennants, balloons, etc. must be at least ten (10) feet above the surrounding ground level.
  - F. A temporary sign permit must be obtained for each promotional time period prior to placement of temporary signs, flags, banners, pennants, or balloons. Placement of all temporary signs, flags, banners, pennants, and balloons shall be subject to the approval of the community development director.
  - G. Only one (1) inflatable object such as a balloon larger than twelve (12) inches in diameter, an inflatable statuary, or an air balloon is allowed and must be included as part of a permitted promotional period pursuant to this section, and shall not exceed seventy-five (75) feet in height above grade or fifty (50) feet above the building height.
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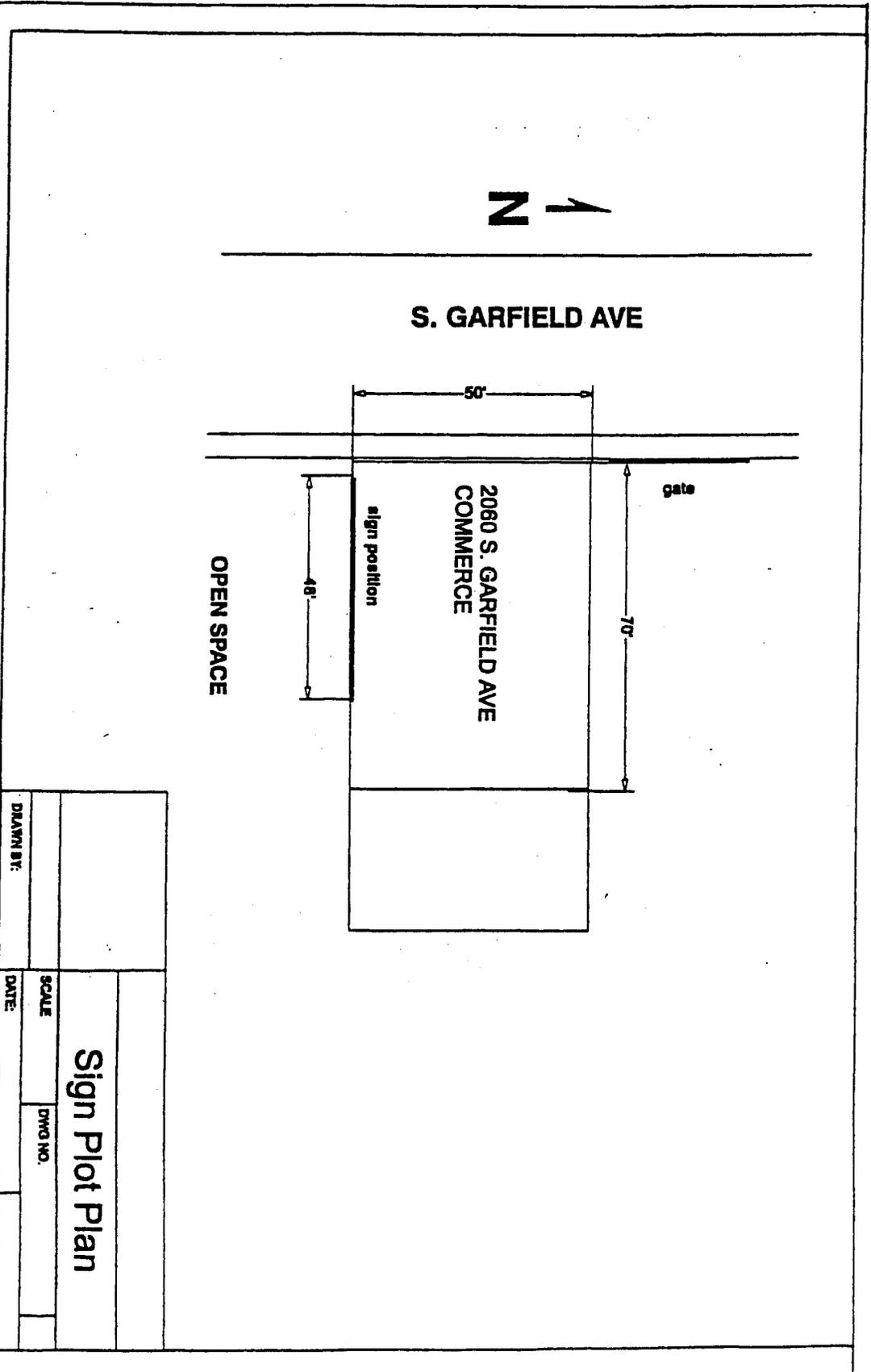
I, \_\_\_\_\_, have hereby read the temporary sign rules and regulations, and the conditions listed above and agree to comply with all the rules, regulations, and conditions contained therein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Applicant)

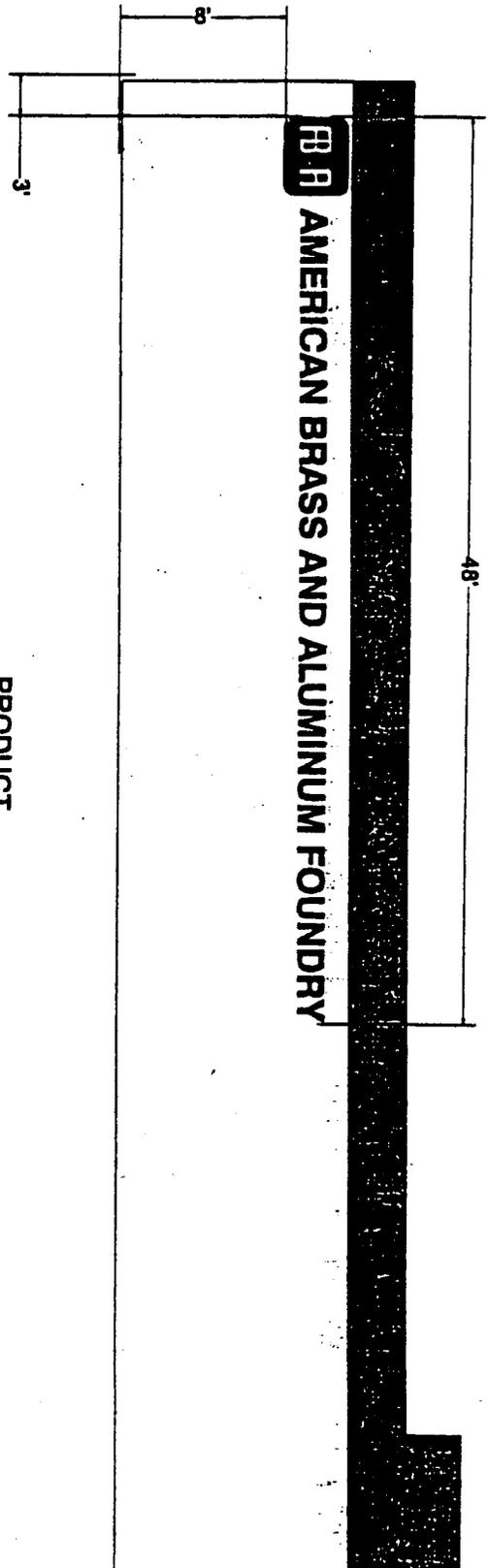
Planning Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Filing Fee: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

# EXAMPLE OF SIGN PLANS



|           |       |                |  |
|-----------|-------|----------------|--|
|           |       | Sign Plot Plan |  |
|           |       |                |  |
| DRAWN BY: | DATE: |                |  |



PRODUCT  
3-D ACRYLIC ON FOAM LOGO AND LETTER SIGN

PROJECT FOR :  
 AMERICAN BRASS AND ALUMINUM FOUNDRY  
 2060 S. GARFIELD AVE., COMMERCE, CA  
 TEL:

|                       |  |                |  |
|-----------------------|--|----------------|--|
|                       |  | Sign Elevation |  |
|                       |  |                |  |
| DRAWN BY: AUSTIN DONG |  | DATE:          |  |

CITY OF COMMERCE  
COMMUNITY DEVELOPMENT DEPARTMENT  
**FEE SCHEDULE**

(RESOLUTION NO. 09-4)  
(EFFECTIVE 02-03-09)

|  |   |
|--|---|
| General Plan Amendment                         | \$1,000   |
| Zone Change                                    | \$1,000   |
| Zoning Ordinance Amendment                     | \$1,000   |
| Zoning Clearance Fee                           | \$100   |
| <b>SUBDIVISIONS</b>                            |   |
| Parcel Map (4 or less lots)                    | \$2,000   |
| Tract Map (5 or more lots)                     | \$2,000   |
| Lot Line Adjustment                            | \$750-Commercial  |
|  | \$500-Residential   |
| Lot Combination                                | \$0   |
| <b>SITE PLAN REVIEW</b>                        |   |
| Non-residential                                | \$750   |
| Residential                                    | \$250   |
| <b>CONDITIONAL USE PERMIT</b>                  |   |
| ABC and Temporary Trailer                      | \$1000  |
| <b>CONDITIONAL USE PERMIT MODIFICATION</b>     |   |
|  | \$1000  |
| <b>VARIANCE</b>                                |   |
| Non-residential                                | \$1000  |
| Residential                                    | \$500   |
| Additional Variances                           | \$100   |
| <b>MODIFICATION OF STANDARDS</b>               |   |
| Non-residential                                | \$250   |
| Residential                                    | \$150   |
| <b>HOME OCCUPATION PERMIT</b>                  |   |
|  | \$100   |
| <b>SIGN PERMIT FEE</b>                         |   |
|  | \$25-Temporary Sign   |
|  | \$50-Sign Permit  |
| <b>TEMPORARY USE PERMIT</b>                    |   |
|  | \$75  |
| <b>SPECIAL USE PERMIT</b>                      |   |
|  | \$75  |
| <b>TIME EXTENSIONS</b>                         |   |
|  | \$200   |
| <b>APPEALS OF PLANNING COMMISSION DECISION</b> |   |
| Non-residential                                | Cost of Application   |
| Residential                                    | Cost of Application   |
| <b>STREET OR ALLEY VACATION</b>                |   |
|  | \$1000  |
| <b>RELOCATION OF STRUCTURE</b>                 |   |
|  | \$500   |
| <b>ENVIRONMENTAL REVIEW</b>                    |   |
| EIR Review                                     | If Services Agreement is required,<br>Consultant's Cost Plus 20%. If not, |

CITY OF COMMERCE  
 COMMUNITY DEVELOPMENT DEPARTMENT

**FEE SCHEDULE**

|                                   |  |
|-----------------------------------|--|
|                                   | \$750  |
| Categorical Exemption             | \$250  |
| Negative Declaration              | If Services Agreement is required,<br>Consultant's Cost Plus 20%. If not,<br>\$500 |
| Mitigated Negative Declaration    | If Services Agreement is required,<br>Consultant's Cost Plus 20%. If not,<br>\$500 |
| <b>ZONING VERIFICATION LETTER</b> | \$100 (per parcel)   |
| <b>ZONING MAPS (Small)</b>        | \$5  |
| <b>ZONING MAPS (Large)</b>        | \$25   |

EFFECTIVE 02-03-09  
 NOTICE OF DETERMINATION (DFG-DEPARMENT OF FISH AND GAME)  
 (STATE MANDATE)

|  |        |
|--|--------|
| ENVIRONMENTAL IMPACT REPORT (prepared) | \$850  |
| (Document Handling Fee)                | \$25   |
| Negative Declaration (prepared)        | \$1250 |
| (Document Handling Fee)                | \$25   |