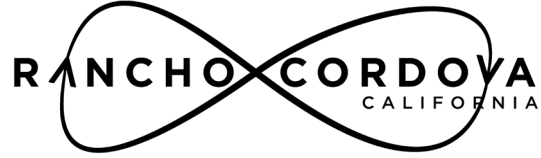


## Temporary Use Permit Application (Sign)



**Temporary Use Permit For Signs:** are issued through the Planning Department and allows for temporary signs with a determined amount of time. Temporary sign requirements vary throughout the City, please contact the Planning Division for more information.

### Submittal Requirements

<input type="checkbox"/> One (1) copy of completed application <input type="checkbox"/> 11x17 site layout showing sign location with setbacks indicated <input type="checkbox"/> Image of sign(s) with dimensions <input type="checkbox"/> Letter of Authorization <input type="checkbox"/> <b>Fee of \$60.00</b> <i>Payments can be made via cash, check, or credit/debit card. Online payments can be made via the City's payment portal, which can be accessed with an issued payment invoice. Please contact the Planning Division for any questions.</i>	<p><b>City Use Only</b></p> <p>Application #: _____</p> <p>Date Submitted: _____</p> <p>Received By: _____</p> <p>Fee Paid: _____</p>
---	---

### Temporary Use Information

Business/Organization: \_\_\_\_\_

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

Start Date: \_\_\_\_\_ | End Date: \_\_\_\_\_

Days of Operation: \_\_\_\_\_ | Hours of Operation: \_\_\_\_\_

Please explain reason for the temporary sign(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Applicant Information

Applicant Name (Primary Contact): \_\_\_\_\_

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

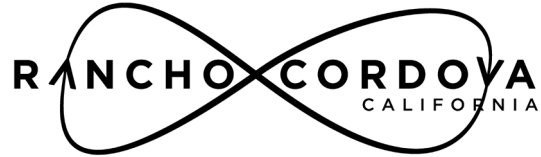
Phone: \_\_\_\_\_ | E-mail: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ | E-mail: \_\_\_\_\_

## Temporary Use Permit Application (Sign)



### Review Process

**Please submit application at least four (4) weeks prior to the event start date.**

1. Complete the application and checklist; submit w/fee and include supporting documents.
2. Application is reviewed for completeness; if no further information is required, the application is routed to City staff for a two (1 ½ ) week review.
3. Comments are sent to the applicant for response at end of review period.
4. Once all comments have been satisfactorily addressed, the application is signed by Planning and the applicant.
5. Allow an average of five (5) business days for the permit to be issued.

### Type of Temporary Sign(s)

**Please mark which of the following applies to your submittal:**

- Building Attached Sign (i.e. Banners) # \_\_\_\_\_
- Temporary Freestanding Sign # \_\_\_\_\_
- Feather Flags # \_\_\_\_\_
- A-Frame # \_\_\_\_\_
- Inflatable # \_\_\_\_\_
- Other: \_\_\_\_\_ # \_\_\_\_\_

**Provide an 11x17 site layout showing the following:**

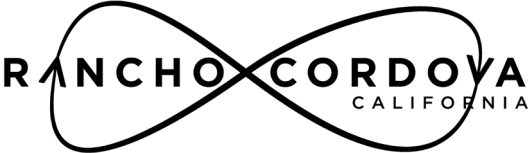
- Location of freestanding temporary signs, feather flags, A-frame and/or inflatables (No off-site signage)
- Drawings or images of the signs showing total square footage (Max 200 square feet combined)

I/we hereby certify that the foregoing information is true and correct and that the building or land will not be used for any other purpose than indicated in this application.

Applicant Signature: \_\_\_\_\_ | Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

# Temporary Use Permit Application (Sign)



## Agreement and Representations of Applicant

This Application is not complete, and processing of this Application will not begin, until all initials and signatures are provided by the Applicant and Property Owner:

- 1) Under penalty of perjury, I certify that I am the legal owner(s) (all individual owners must sign as they appear on the deed to the land), corporate officer(s) empowered to sign for the corporation, owner's legal agent, or the owner's authorized representative (Letter of Authorization form). \_\_\_\_\_ (Applicant Initial) \_\_\_\_\_ (Owner Initial)
- 2) Acknowledge and agree that by making this application, I have included all of the required items in hard copy (see submittal checklist). Applicant understands that missing items, inaccurate items, false information, or misleading items or information may delay the processing of the application or a permit revoked upon discovery. \_\_\_\_\_ (Applicant Initial)
- 3) Government Code Section 65105 states that City staff may enter upon the subject property in the performance of their functions and make site inspections. I hereby grant City staff with such permission. \_\_\_\_\_ (Applicant Initial) \_\_\_\_\_ (Owner Initial)
- 4) Applicant(s) agree to defend, indemnify and hold harmless with Counsel selected by the City of Rancho Cordova ("City") and its agents, officers, consultants, and employees ("City's Agents") from any and all claims, actions, suits, or proceedings against the City or the City's Agents to attack, set aside, void, or annul an approval by the City, or the City's Agents concerning the project (collectively "Claim"). The City shall promptly notify the Applicant of any Claim and the City shall cooperate fully in the defense. Nothing in this paragraph obligates the City to defend any Claim and the City is not required to pay or perform any settlement arising from any such Claim not defended by the City, unless the settlement is approved in writing by the City. \_\_\_\_\_ (Applicant Initial)

### Application Covenants, Conditions, and Understandings

- 5) Applicant(s) acknowledges and agrees that this application is a contract between the Applicant and the City and that all obligations are enforceable against the Applicant regardless of the status or outcome of the Application process. This Application sets forth all covenants, promises, conditions and understandings between the parties and there are no promises, conditions or understandings either oral or in writing between the parties other than as set forth herein. No contemporary or subsequent alteration, amendment, change or addition to this application form shall be binding upon the City unless reduced to writing and signed by the City Manager, or his/her designee and the Applicant. No course of conduct shall be binding upon the City and waiver of one or more provisions or violations shall not be construed as a course of conduct to be relied upon and may not be the basis for any expectation of future waiver or estoppel of that or any provision. \_\_\_\_\_ (Applicant Initial)
- 6) This Application is made under, and shall in all respects be interpreted, enforced, and governed by, the laws of the State of California. In the event of a dispute concerning the terms of this Application, the venue for any legal action shall be with the appropriate court in the County of Sacramento, State of California. Should legal proceedings of any type arise out of this Agreement, the prevailing party shall be entitled to costs, attorney's fees, and legal expenses, including but not limited to expert fees and costs. \_\_\_\_\_ (Applicant Initial)

**It is so Agreed:**

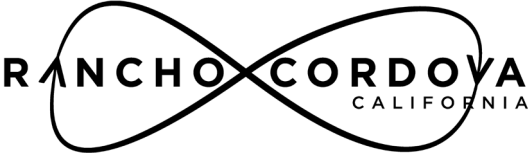
Applicant Signature: \_\_\_\_\_

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

Property Owner Signature: \_\_\_\_\_

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

Temporary Use Permit  
Application (Sign)



City of Rancho Cordova Planning Division  
Letter of Authorization

This form shall serve to notify the City of Rancho Cordova that I/we am/are the legal owner(s) of the property described in the attached application and do hereby authorize the person/firm shown below to file and represent my/our interest in the application(s) listed below.

Applicant/Authorized Person: \_\_\_\_\_

Applicant: \_\_\_\_\_

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

City/State/Zipcode: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Type of Application(s)–Please List All Entitlements Applied For: \_\_\_\_\_

Legal Owners:

I/we are the legal owner(s) of the said property; have read the foregoing letter of authorization and know the contents thereof; and do hereby certify that the same is true of my/our own knowledge. I/we certify (or declare) under penalty of perjury under the laws of the State of California that the information contained in the above referenced application(s) is true and correct.

1) Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ | Date: \_\_\_\_\_

2) Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ | Date: \_\_\_\_\_

3) Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ | Date: \_\_\_\_\_

*A letter signed by the property owner(s) may be submitted in lieu of this form.*

*The letter must identify the person being authorized to represent the owner(s) and the application(s) being submitted.*