

CITY OF COTATI
COMMUNITY DEVELOPMENT DEPT.
Planning Division
201 West Sierra Avenue
Cotati, CA 94931
707-665-3637

APN#: _____

Filing Date: _____

Approved by: _____ Date: _____

TEMPORARY BANNER PERMIT APPLICATION

1.

Applicant	Mailing Address	City/State/Zip
Applicant Phone	Fax	E-Mail

2.

Name of Business where sign is to be displayed	Phone	
Business Location	Mailing Address	City/State/Zip

3. Fee/Removal Security (\$20)

4. Banner Information

a. Date display will commence: _____

b. Date sign will be removed: _____

c. Length of business frontage _____

d. Description of banner, including material, dimensions, content and location

* (Example: 3 foot x 10 foot vinyl banner to be centered on north building wall, approximately 1 foot below roof, to read "Grand Opening")

Relationship to Business/Organization

Contact Information for Responsible Party (address & phone number)

Signature of Responsible Party: _____

Landlord/Property Manager Approval: _____

Guidelines for Temporary Banners

Display of temporary banners in the City of Cotati requires compliance with the following guidelines (Land Use Code Section 17.383.070 (G)(1)):

- Each business is allowed to display one temporary banner for a total of 30 days during any 12 month period. In addition, each business is allowed the one-time use of a banner for the first 30 days after the opening of a new business.
- The maximum size of the temporary banner is based on the frontage of the business. Each business is allotted $\frac{1}{2}$ square foot of temporary sign area per one linear foot of business frontage, to a maximum of 30 square feet.
- A temporary banner shall not advertise goods or services which are not available on the premises where the sign is to be located.
- Banners shall be affixed to a permanent structure and shall not project over the public right-of-way or public property unless an encroachment permit has been granted.
- Banners shall not interfere with the operation of any door or window.

To apply for a permit for a temporary banner, please complete the application information on the reverse side of this sheet and submit to the Planning Department together with the \$20.00 fee/removal security.

Planning staff would be happy to answer any questions you may have. Feel free to stop by during regular business hours, or call us at (707) 665-3637.