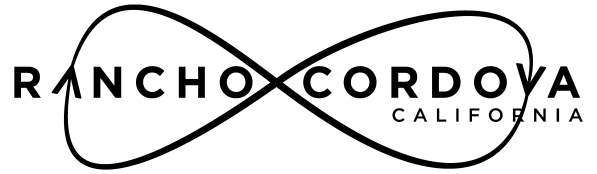


# Temporary Use Permit Sign Application

Last Revised July 2017



**Temporary Use Permits (TUP):** are issued through the Planning Department and allows for special uses with a determined amount of time. No more than (2) are allowed per calendar year. RCMC 23.743

Submittal Requirements: Submit to Planning Department

- One (1) copy of completed application
- 8 1/2 x 11 Site layout showing sign location with setbacks indicated
- Image of Sign(s) with Dimensions

Letter of Authorization

**Temporary Use Permit Application fee \$60.00**

## Applicant Information

**Business/Subdivision/Shopping Center:** \_\_\_\_\_

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

**Start Date:** \_\_\_\_\_ **End Date :** \_\_\_\_\_ (60 days maximum)

**Applicant Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

## Property Owner Information

**Property Owner Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Submittal Date:** \_\_\_\_\_ **Permit No.:** \_\_\_\_\_ **Received By:** \_\_\_\_\_ **Fees Paid:** \_\_\_\_\_

### APPLICANT CHECKLIST ITEMS:

1. 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: \_\_\_\_\_ # \_\_\_\_\_

2. 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 buildings or land will not be used for any other purpose than indicated in this application

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

### PLANNING DEPARTMENT

2729 Prospect Park Drive | Rancho Cordova, CA 95670  
Phone: (916) 851-8750 | Fax: (916) 851-8762

[www.cityofranhocordova.org](http://www.cityofranhocordova.org)



**Table 23.743-2: Allowed Temporary On-Site Sign Standards**

Type	Maximum Temporary Number Permitted	Maximum Area	Maximum Height	Minimum Setback from ROW <sup>1</sup>
Commercial, Office, and Industrial Uses, Temporary Building-Attached Signs	2/establishment	2:1	roofline	
Commercial, Office, and Industrial Uses, Freestanding Signs	2/establishment	32 sf/sign	10 ft.	5 ft.
Commercial, Office, and Industrial Uses, Feather Flags	5/establishment	50 sf	12 ft.	5 ft.
Commercial, Office, and Industrial Uses, A-frame Signs <sup>2</sup>	1/establishment	8 sf	4 ft.	5 ft.
Commercial, Office, and Industrial Uses, Inflatables	1/establishment	100 sf	25 ft.	10 ft.
Multifamily Dwelling Complexes (e.g., apartments)	3/complex	< 10 units: 24 sf > 10 units: 32 sf	roofline if on building; otherwise 10 ft.	5 ft.
Agricultural Uses	1/establishment	5 sf	5 ft.	5 ft.
Public/Quasi-Public Uses	2/use	5 sf/sign	5 ft.	5 ft.

**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). \_\_\_\_\_(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. \_\_\_\_\_(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. \_\_\_\_\_(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. \_\_\_\_\_(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. \_\_\_\_\_(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. \_\_\_\_\_(Initial)

**It Is So Agreed:**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**PLANNING DEPARTMENT**

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# CITY OF RANCHO CORDOVA PLANNING

## 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:

Name/Business \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Type of Applications: \_\_\_\_\_  
\_\_\_\_\_

### 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.***

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