

CITY OF SAN JUAN CAPISTRANO



Planning Division
 32400 Paseo Adelanto
 San Juan Capistrano, CA 92675
 (949) 443-6331
 www.sanjuancapistrano.org

For City Staff Use Only

Case File #: BP	Date Received :
Project Manager:	Application received by:
Fee Amount:	

GRAND OPENING & PROMOTIONAL BANNER APPLICATION

The maximum banner size is 48 square feet (calculated by multiplying the length times the width). The City's sign code also allows new businesses (or businesses under new ownerships) to erect a grand opening banner up to 48 square feet for a period of 45 days one time only per calendar year. All banners must be installed below roof eaves and on the building façade only. The sign code prohibits lights (except during the holiday season), flags, pennants, balloons, valances, and other attention-getting devices.

To receive City approval, banners must conform to the City's regulations for size, time period, and location. Banner applications will be processed over the counter upon submittal to the Planning Division. If applying for Christmas Tree Lot, please see page 2 of this application for submittal requirements.

BANNER INFORMATION

Business Name:	Business License No.:
Property Address/Location:	
Banner Installation Date(s):	Banner Removal Date(s):
Banner Dimensions: Length:	Width:
Banner Text:	<input type="checkbox"/> Profit <input type="checkbox"/> Non-Profit
Banner Location:	

Draw sample of banner in space provided (including any graphics)

PROPERTY OWNER INFORMATION

APPLICANT INFORMATION

Name	Name
Mailing Address	Mailing Address
City/State/Zip	City/State/Zip
Phone	Phone
E-Mail	E-Mail
Property Owner's Signature	Applicant's Signature
Staff Planner	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date:

Complete ONLY if you are applying for a Christmas Tree Lot



Requirements For Christmas Tree Lots

The City's Municipal Code permits the sale of Christmas trees during the month of December. Sales will not be permitted to begin prior to December 1st. Christmas tree lots shall be removed and cleared of all debris by no later than January 1st .

Please submit the following:

- Grand Opening and Promotional Banner Application (Front Side of Application)
- Application Fee: See Fee Schedule
- Drawing/map depicting area to be used, access, circulation, structures, sign locations, etc.
- Copy of City Business License
- Non-Profit Number and Proof of Non-Profit Status (if applicable)
- Encroachment Permit (if applicable) (For lane closures/signs on public streets/sidewalks, etc.)
- Building Permit (if applicable) (for lighting, generators, etc.)
- Clean up Deposit (if deemed applicable by City)

Staff Planner

Approved

Denied

Date: