



Application
Processing Fee:
\$98.00

Permit No: _____

TEMPORARY BANNER PERMIT APPLICATION

Regulations

- Banners may be displayed for a maximum of 30 consecutive days per Temporary Banner Permit.
- A maximum of 4 Temporary Banner Permits may be issued per business, per address, per calendar year.
- A City-issued sticker must be affixed to the front of each approved banner/flag.
- For complete regulations, please refer to LFMC Section 9.164.110A(1)&(2).
- Wall banners and/or flag banners may be displayed, subject to the following criteria, provided that the placement of both wall and flag banners on the same frontage is prohibited:

WALL BANNERS

- Maximum Size: Based on Length of Building Frontage:
 - 0 - 49 ft.: 50 sq. ft.
 - 50 - 99 ft.: 75 sq. ft.
 - 100+ ft.: 100 sq. ft.
- Quantity: Maximum 2 banners
 - One per side of the building facing a street or parking lot.
- Location: Attached to the building wall occupied by the business only.

FLAG BANNERS

- Maximum Size: 25 sq. ft./banner
- Quantity: Based on Length of Building Frontage:
 - 0 - 49 ft.: 2 banners
 - 50 - 99 ft.: 3 banners
 - 100+ ft.: 4 banners
- Location: Must be displayed adjacent to business.
- Flag Banners are prohibited in the parking lot and must be set back at least 10 ft. behind the public sidewalk.

Business Name: _____

Business Address: _____

City: Lake Forest State: CA ZIP: _____

Applicant/Contact Person: _____ Title: _____

Telephone No: _____ E-mail: _____

Shopping Center/ Business Park: _____

Choose type of Banner: ☐ Wall Banner ☐ Flag Banner

Length of Building Frontage #1: _____ Length of Building Frontage #2: _____

Quantity (Wall): _____ Size (per banner): _____ sq. ft.

Quantity (Flag): _____ Size (per banner): _____ sq. ft.

Banner Display Period: Start _____ End _____

How many permits have you applied for this year (including this permit)? _____

DIAGRAM OF PROPOSED TEMPORARY BANNER(S)/FLAGS

Please draw banner(s) or attach picture.

SITE PLAN ("bird's eye" view)

Please draw where banner(s) will be located on the building or business site.

APPLICANT CERTIFICATION

I hereby certify that the property manager/owner (or designee) has authorized the proposed banner display, that I have read and understand the temporary banner regulations, and that all information provided on this application is true and correct.

Applicant Signature: _____ **Date:** _____

FOR CITY USE ONLY

Approved By: _____ **Date:** _____

City of Lake Forest ▪ 100 Civic Center Drive, Lake Forest CA 92630 ▪ www.lakeforestca.gov

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Public Counter hours: Mon, Tues, Thurs: 8 a.m.-11:00 a.m.; 1 p.m.- 5 p.m. | Wed: 8 a.m.-11:00 a.m. | Fri: 8 a.m.-11:00 a.m.; 1 p.m.-4 p.m.