



**PERMIT APPLICATION
TEMPORARY SIGN IN THE
PUBLIC RIGHT-OF-WAY**

CITY OF ROLLING HILLS ESTATES
4045 Palos Verdes Drive North
Rolling Hills Estates, CA 90274
Ph-310.377.1577, x105 - Fx-310.377.4468
www.RollingHillsEstatesCa.Gov

ORGANIZATION _____ NON-PROFIT NUMBER _____

ADDRESS _____ CITY, STATE, ZIP _____

TELEPHONE _____ FAX _____

PRIMARY CONTACT PERSON

NAME _____ DAY PHONE _____

ADDRESS/CITY/ZIP _____

EMAIL _____

BRIEF DESCRIPTION OF EVENT

REQUESTED SIGN LOCATION - LOCATION WILL BE CONFIRMED WITH SIGN ADMINISTRATOR

<u>LOCATION 1</u>	<u>LOCATION 2</u>	<u>LOCATION 3</u>	<u>LOCATION 4</u>	<u>LOCATION 5</u>	<u>LOCATION 6</u>	<u>LOCATION 7</u>
PVDN/Via Campesina at Median	PVDN/Hawthorne S/E Corner	PVDN/Hawthorne S/W Corner at Rockbluff Park	PVDN/Crenshaw S/W Corner at Academy Hill	PVDN/Crenshaw S/E Corner at Medical Center	PVDN/PVDE S/E Corner at Reservoir	PVDN/PVDE N/W Corner at Dapplegray Ring

REQUESTED DATES - DATES WILL BE CONFIRMED WITH SIGN ADMINISTRATOR

Date Installed: _____

Date Removed: _____

THE FOLLOWING MUST BE ATTACHED TO THIS APPLICATION:

- _____ A sign rendering depicting all letter styles, sizes and colors on a 8-1/2" x 11" paper.
- _____ A \$25.00 non-refundable administrative fee (Government entities are exempt).
- _____ A \$25.00 deposit check (unless already on file with the City).

I understand that before the sign is posted it must be brought into City Hall to be measured, reviewed and approved by the Sign Administrator or designee. In addition, I have read and understand this Permit Application and all of the attached Requirements and will abide by all conditions contained herein, understanding that failure to follow the requirements will result in forfeiture of deposit and may result in denial of future sign requests.

APPLICANT: _____ DATE: _____

THIS BOX IS FOR SIGN ADMINISTRATOR USE ONLY

\$25 ADMINISTRATIVE FEE

_____ RECEIVED CHECK # _____

\$25 DEPOSIT

_____ PREVIOUSLY SUBMITTED

_____ RECEIVED CHECK # _____

LOCATION/DATE

_____ APPROVED

SIGN BROUGHT IN FOR MEASUREMENT

_____ SIGN IS IN COMPLIANCE

_____ SIGN DOES NOT COMPLY

Revised 1/6/2015



**REQUIREMENTS FOR TEMPORARY SIGN IN PUBLIC RIGHT-OF-WAY
CITY OF ROLLING HILLS ESTATES**

DESIGN REQUIREMENTS

- Sign must be 4' x 8' and made of vinyl only.
- Must have a solid white background with dark green (hunter or forest green) letters.
- All letters must be at least 5" in height (both upper and lower case).
- **FONT REQUIREMENTS:**

	<u>RIGHT</u>	<u>WRONG</u>
Use thick blocky fonts with strokes at least 1/2" thick.	XxWwEe	XxWwEe
Serif fonts are discouraged, as are fonts with varying stroke widths	XxWwEe	XxWwEe

- Only one logo or graphic design allowed per banner. The logo or graphic may be any color but size cannot exceed 3' x 3'.
- Signs must limit wording to *WHO* (Organization), *WHAT* (Event), *WHEN* (Date), *WHERE* (Location) and *CONTACT* (Phone number or Website).
- All signs must be brought into the City Hall to be measured, reviewed and approved by the Sign Administrator or designee before they can be hung.
- Signs must be clean and in good repair.
- While hanging, all banners must be neatly mounted on a 4' x 8' solid piece of plywood 3/8" thick. There are special slots built into the fences to hold up the boards.

APPLICATION SUBMITTAL REQUIREMENTS

- A new application must be submitted for every sign request, no sooner than 60 (sixty) days prior to the requested sign placement date.
- Only non-profit Peninsula-based or Peninsula-serving groups can display banners.
- Each application must be accompanied by a \$25 deposit (unless City already has your deposit). Deposit will be returned upon written request (unless forfeited for failure to follow Guidelines).
- Each application must be accompanied by a \$25 non-refundable administrative fee. Government entities are exempt.
- All applications must be accompanied by an 8 1/2" x 11" sign rendering depicting all lettering styles, sizes and colors.
- Total number of applications limited to four per calendar year. Only one banner may be hung at a time.

SIGN PLACEMENT REQUIREMENTS

- Applicant must install and remove sign on agreed-upon days.
- If the City requires two signs at one location due to City-sponsored events, the non-profit organization's sign will be removed.
- Temporary signs can only be in place a maximum of fourteen (14) days per event.
- The following are approved locations for placement of temporary signs:

- #1 - Palos Verdes Drive North/Via Campesina (at west City limits in the median)
- #2 - Palos Verdes Drive North/Hawthorne Blvd S/E corner
- #3 - Palos Verdes Drive North/Hawthorne Blvd S/W (at Rockbluff Park)
- #4 - Palos Verdes Drive North/Crenshaw Blvd. S/W corner (at Academy Hill)
- #5 - Palos Verdes Drive North/Crenshaw Blvd. S/E corner (at Medical Center)
- #6 - Palos Verdes Drive North/Palos Verdes Drive East S/E corner (Reservoir)
- #7 - Palos Verdes Drive North/Palos Verdes Drive East N/W corner (Dapplegray Ring)