



Temporary Banner Application

City of Rolling Hills Estates

ORGANIZATION NAME: _____ NON-PROFIT No.: _____

ADDRESS: _____

PHONE No.: _____ E-MAIL: _____

EVENT DESCRIPTION: _____

PRIMARY CONTACT PERSON

NAME: _____

MAILING ADDRESS: _____

PHONE No.: _____ E-MAIL: _____

REQUESTED SIGN LOCATION

___ 1: PVDN/VIA CAMPESINA

___ 2: PVDN/HAWTHORNE S/E CORNER

___ 3: PVDN/HAWTHORNE S/W CORNER (ROCKBLUFF)

___ 4: PVDN/CRENSHAW BLVD. S/W CORNER (ACADEMY)

___ 5: PVDN/CRENSHAW BLVD. S/E CORNER (MED.CTR.)

___ 6: PVDN/PVDE S/E CORNER (RESERVOIR)

___ 7: PVDN/PVDE N/W (DAPPLEGRAY RING)

___ 8: ERNIE HOWLETT PARK*

* For events held at Ernie Howlett Park Only

DATES REQUESTED

FROM _____ TO _____

FROM _____ TO _____

FROM _____ TO _____

FROM _____ TO _____

FROM _____ TO _____

FROM _____ TO _____

FROM _____ TO _____

FROM _____ TO _____

APPROVED

For office use only

THE FOLLOWING MUST BE SUBMITTED WITH THIS APPLICATION:

___ A SIGN RENDERING INCLUDING LETTER STYLES AND SIZE, COLORS, AND LOGO

___ A \$25 DEPOSIT (UNLESS ALREADY ON FILE)

___ A \$25 NON-REFUNDABLE ADMINISTRATIVE FEE (GOVERNMENT ENTITIES ARE EXEMPT)

I understand that before the sign is approved, a rendering must be provided for preliminary approval. Before the sign is installed, it must be brought into City Hall to be measured, reviewed and given final approval 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 SIGNATURE: _____ DATE: _____

PAYMENT RECEIVED DATE: _____ CC/CHECK/CASH: _____ REVIEWED BY: _____

PRELIMINARY APPROVAL: _____ DATE: _____

ADDITIONAL COMMENTS: _____

FINAL APPROVAL: _____ DATE: _____

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

DESIGN REQUIREMENTS

- Sign must be 8' x 4' 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).
- Use thick block fonts with strokes of at least ½" thick. Fonts with varying stroke widths are discouraged.

Example of approved fonts:

Arial Rounded: **XxWwEe** Arial Black: **XxWwEe** Eras Bold ITC: **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 given final approval by the Sign Administrator or designee before they can be hung.
- Signs must be clean and in good repair.
- **All banners must be neatly mounted on an 8' x 4' solid piece of plywood 3/8" thick. There are special slots built into the fences to hold up the boards. (Boards can be found at most major hardware stores.)**

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).
- Applicant organization may be requested to provide proof of non-profit status to ensure compliance with policy.
- Each application must be accompanied by a \$25 non-refundable administrative fee. Government entities are exempt.
- **All applications must be accompanied by an 8½" x 11" sign rendering depicting all lettering styles, sizes and colors. Sign/Banner companies often provide renderings with dimensions.**
- **Total number of applications limited to four per calendar year. Only one banner may be posted 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)