



## City of Laguna Beach

Community Development  
Department

### INFORMATIONAL GUIDE FOR

# INTERIM OUTDOOR DISPLAY AND PORTABLE SIGN PERMITS (DOWNTOWN SPECIFIC PLAN AREA ONLY)

In an effort to strike a balance amongst businesses owners advertising their businesses and complying with the City's Municipal Code, the City Council approved an interim six-month period (March 1 to August 31, 2018) allowing for the placement of outdoor signage and displays subject to the following guidelines.

#### **Requirements for Outdoor Displays and Sign Permits**

The following signs and outdoor displays are subject to administrative approval by the Community Development Department Director:

**Portable signs:** One A-frame sign that is consistent with the architectural attributes of the building in which the business is located is allowed subject to the approval by the Community Development Director. The sign must be entirely on private property. The maximum sign size is six square feet and shall be placed in a location that does not affect pedestrian (including ADA) or vehicular circulation.

**Outdoor displays:** Outdoor displays may be permitted, provided that they are limited to an area of 18 square feet and inclusive of no more than five items that are related to the type of business. The display is to be entirely located on private property.

\*If a business does not have an alcove or area available for an outdoor display or portable sign without encroaching into the public right-of-way, they may be granted an exemption to allow for a larger window sign or interior window display.

#### **What information is required to obtain approval?**

Prepare and submit the required application, along with graphics showing the proposed sign or outdoor display. Graphics may include:

A drawing or photograph of the proposed outdoor display or signage. Graphics should include the dimensions, area computation of each display, location on the property, height above the ground, sign copy, sign materials, and colors.

For more information contact:  
Department of Community Development  
505 Forest Avenue  
Laguna Beach, CA 92651  
(949) 497-0713



# TEMPORARY OUTDOOR DISPLAY/SIGN PERMIT

CITY OF LAGUNA BEACH • DEPARTMENT OF COMMUNITY DEVELOPMENT • 505 FOREST AVENUE • LAGUNA BEACH • CALIFORNIA • 92651 • (949) 497-0713

This application constitutes a permit when properly completed and approved by the City and includes detailed information about the proposal.

**Proposed Sign Location/Address:**

**Agent:**

**Property Owner:**

**Mailing Address:**

**Property Owner Address:**

**Telephone No.:**

**Property Owner Telephone No.:**

**Agent's Certification:**

I have carefully read and examined the application and attachments and find that the same to be true and correct. All provisions of the laws and ordinances of the City of Laguna Beach and the State of California will be complied with whether specified herein or not.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Property Owner's Certification:**

I have carefully read and examined the application and attachments and find that the same to be true and correct. All provisions of the laws and ordinances of the City of Laguna Beach and the State of California will be complied with whether specified herein or not. I am the record owner of the property described in this application and hereby consent to the filing of the application; or I am the record owner of the property described in this application and hereby designate and authorize the above agent to act on my behalf in all matters pertaining to the processing of this application with the City of Laguna Beach.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Conditions of Approval (City staff to complete):**

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**Approved by:** \_\_\_\_\_  
 (City Staff)

**Date of Approval:** \_\_\_\_\_