



## **CITY OF PALM SPRINGS**

### **Department of Planning Services**

## **INSTRUCTIONS: APPLICATION FOR A PORTABLE SIGN**

One (1) Portable Sign is permitted for each tenant space with frontage along a public street.

The following information is to help the applicant in determining the type of application required based upon each unique business situation.

- If you are a business that wishes to place one (1) Portable Sign on the sidewalk located against the front wall of the building (see attached graphics), please fill out the standard Portable Sign application. Fee is \$39.00 to be renewed annually.
- If you are a business that wishes to place one (1) Portable Sign in an alternative location such as near the street curb (see attached graphics), please fill out the standard Portable Sign application and a Land Use Permit application. Fee is \$39.00 + \$410.00 = \$449.00 with the standard application to be renewed annually.

Please keep in mind that minimum distance requirements for pedestrian clearance are mandatory. The Planning Department Staff will use the information provided such as a scaled site plan, pictures, and measurements to determine the appropriateness of the request. The permit application will be rejected if the minimum distance requirements cannot be met or are maintained.

*The placement of a Portable Sign on a public sidewalk is not a right, and shall only be allowed per meeting all requirements.*



# City of Palm Springs

Department of Planning Services  
3200 East Tahquitz Canyon Way  
Palm Springs, CA 92262  
Phone: 760-323-8245 ~ Fax: 760-322-8360

For City use only.

## PORTABLE SIGN PERMIT # \_\_\_\_\_

Pursuant to Section 93.20.05(C) of the Palm Springs Zoning Code (PSZC) for maximum number of one (1) sign per business. The placement of a Portable Sign on a public sidewalk is not a right, and shall only be allowed per meeting all requirements.

Sign Address \_\_\_\_\_ Business Name \_\_\_\_\_

Applicants Name \_\_\_\_\_ Signature \_\_\_\_\_

APN \_\_\_\_\_ Zone \_\_\_\_\_ Gen Plan \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

### Sign Permit Application Requirements:

- 1) Drawing or picture of sign showing size, height, and use of preferred frames. (see attachment)
- 2) Scaled site plan showing location of sign placed on sidewalk no less than three (3') feet from street or parking curb; and a six (6') foot wide clear paved pathway not impeding pedestrian traffic. (see attached drawing)
- 3) If using alternative location for portable sign, provide scaled site plan, and Land Use Permit application.
- 4) Proof of commercial general liability insurance for \$500,000.
- 5) Encroachment permit acknowledgement required if sign is located in the public right-of-way.

Note: All plans must be folded to letter size. (8-1/2" x 11")

### Design:

Number of Portable Signs: \_\_\_\_\_ Square Footage for Each: \_\_\_\_\_

Materials: \_\_\_\_\_ Colors: \_\_\_\_\_

### Conditions of Issuance:

- 1) Sign permit good for one (1) year from date executed. Annual renewal required.
- 2) Any non-approved signage must be removed.
- 3) One (1) Portable Sign is allowed per business.
- 4) Sign shall be located at least 3' feet from any street or parking curb with a 6' foot clear pedestrian pathway maintained unless alternative location is sought.
- 5) No lighting, balloons, ribbons or other attachments are allowed.
- 6) The sign may only be placed in front of a store's public entry.

**Engineering Permit Acknowledgement:** The sign location does  / or  does not encroach onto the right-of-way.

*"The signature below by the Engineering Department Staff authorizes the applicant to encroach within the City right-of-way with a sign as stipulated by the Planning Services Department for one year from the date of application approval. Any changes to the sign not approved by Planning Services Staff will void signature below."*

Staff Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Planning Department Review:** \_\_\_\_\_ Conditions of Approval: \_\_\_\_\_

Planning Services Signature \_\_\_\_\_ Date of Approval (renewal of permit one-year from this date) \_\_\_\_\_

**See reverse side for required signature.**

**The Palm Springs Zoning Code (PSZC) Sections 93.20.05(C) & (D) requires that the holder of this Portable Sign permit agree to and attest to the following:**

Indemnification. The permit holder shall defend, indemnify, and hold harmless the City of Palm Springs, its agents, officers, and employees from any claim, action, or proceeding against the City of Palm Springs or its agents, officers or employees to attach, set aside, void or annul, an approval of the City of Palm Springs, its legislative body, advisory agencies, or administrative officers concerning this Portable Sign. The City of Palm Springs will promptly notify the applicant of any such claim, action, or proceeding against the City of Palm Springs and the applicant will either undertake defense of the matter and pay the City's associated legal costs or will advance funds to pay for defense of the matter by the City Attorney. If the City of Palm Springs fails to promptly notify the applicant of any such claim, action or proceeding or fails to cooperate fully in the defense, the applicant shall not, thereafter, be responsible to defend, indemnify, or hold harmless the City of Palm Springs. Notwithstanding the foregoing, the City retains the right to settle or abandon the matter without the applicant's consent but should it do so, the City shall waive the indemnification herein, except, the City's decision to settle or abandon a matter following an adverse judgment or failure to appeal, shall not cause a waiver of the indemnification rights herein.

\_\_\_\_\_  
Permit Holder Signature

\_\_\_\_\_  
Date

**CITY OF PALM SPRINGS  
PLANNING DEPARTMENT APPLICATION  
PORTABLE SIGN**

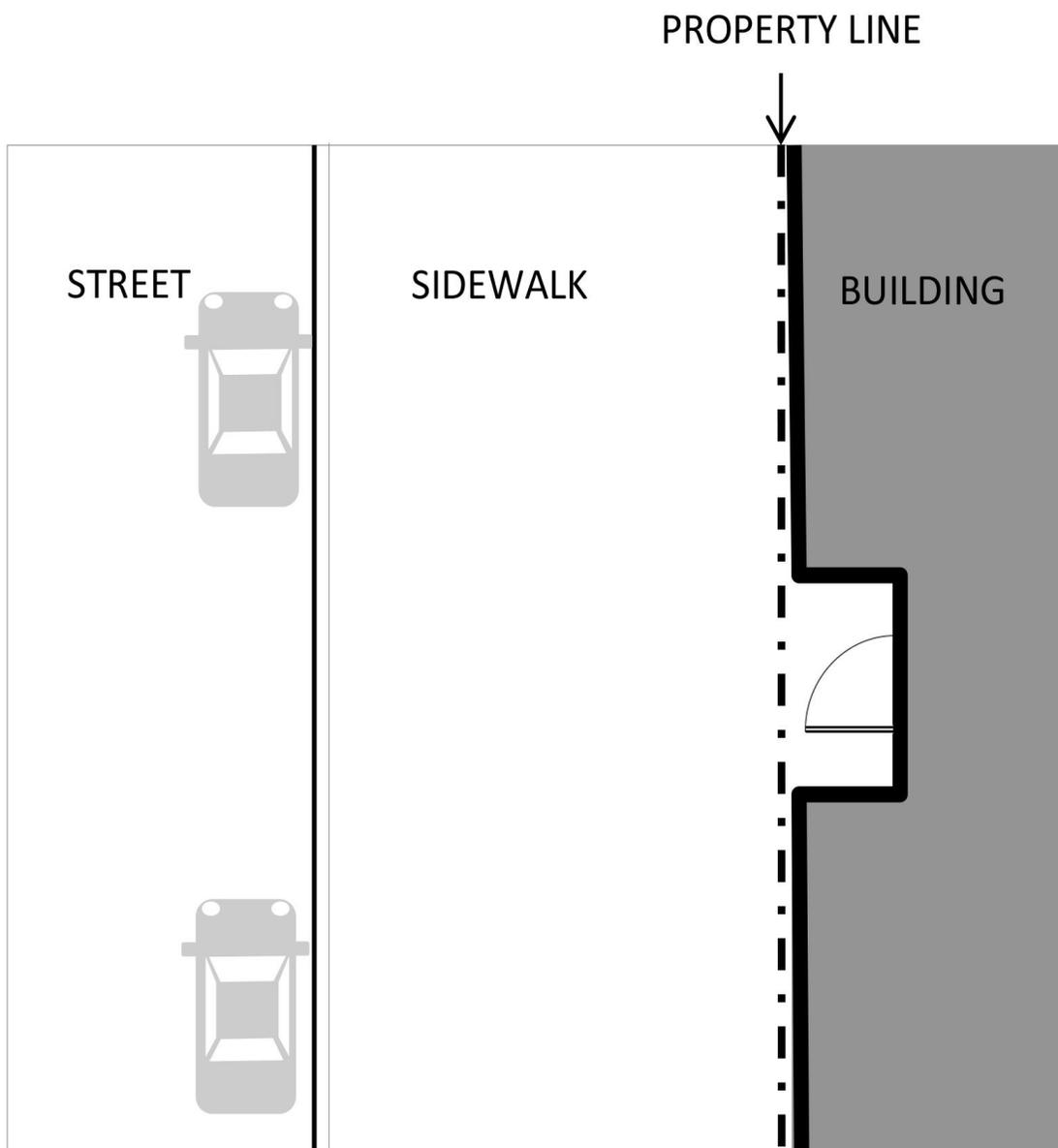
**SIGN MUST BE PLACED:**

- BETWEEN THE PUBLIC ENTRY INTO TENANT SPACE AND NEAREST STREET
- AS CLOSE TO BUILDING INCORPORATING THE TENANT SPACE AS POSSIBLE
- MAINTAIN A 72" INCH WIDE CLEAR PATHWAY FOR ADA ACCESS

ALTERNATIVE OPTION MAY BE AVAILABLE (SEE GRAPHIC ON NEXT PAGE)

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**DRAW IN REQUIRED DIMENSIONS AND PLACEMENT OF PORTABLE SIGN**



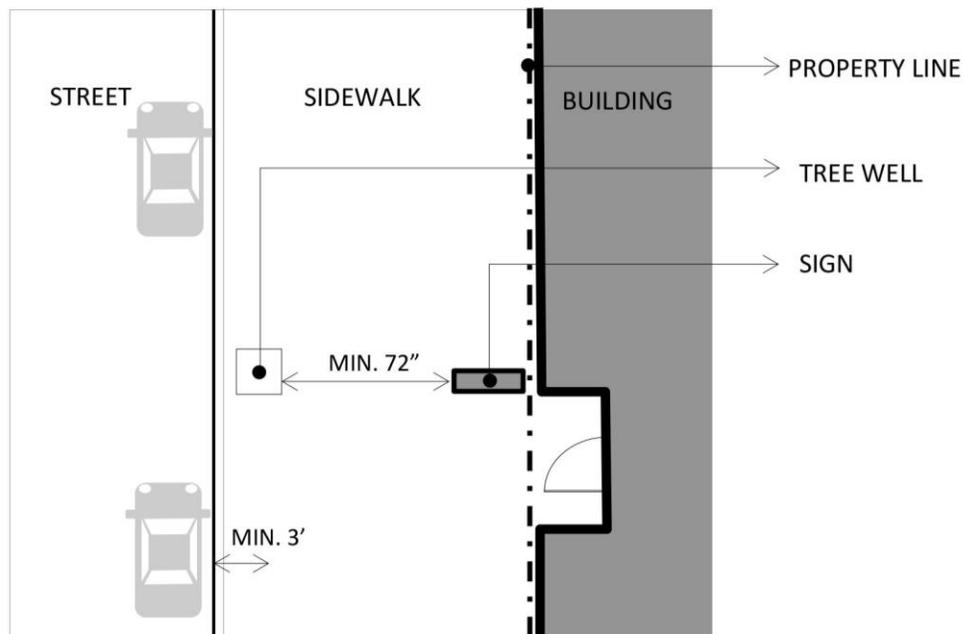
# CITY OF PALM SPRINGS PLANNING DEPARTMENT APPLICATION PORTABLE SIGN

The following is a graphic to help determine if a Portable Sign will meet the minimum distance requirements.

## PREFERRED OPTION:

### SIGN MUST BE PLACED:

- BETWEEN THE PUBLIC ENTRY INTO TENANT SPACE AND NEAREST STREET
- AS CLOSE TO BUILDING INCORPORATING THE TENANT SPACE AS POSSIBLE
- MAINTAIN A 72" INCH WIDE CLEAR PATHWAY FOR ADA ACCESS



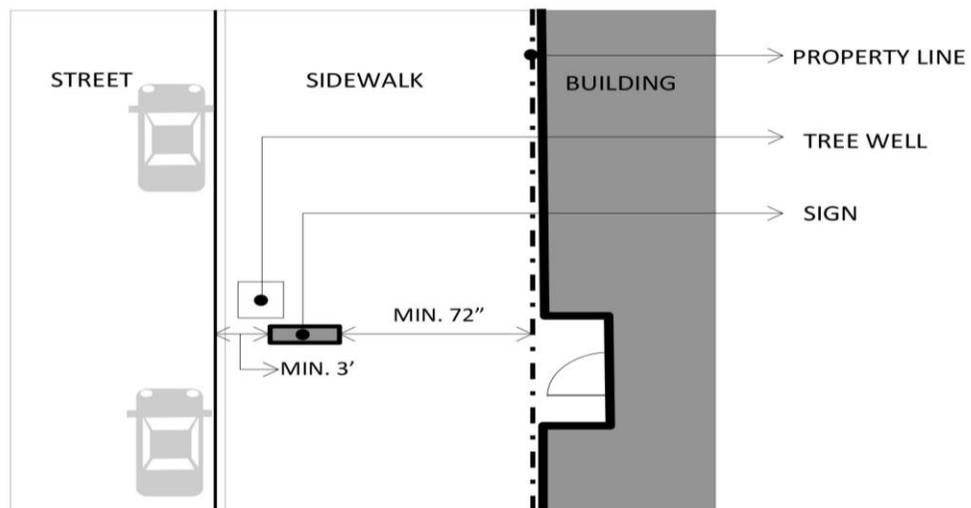
**CITY OF PALM SPRINGS  
PLANNING DEPARTMENT APPLICATION  
PORTABLE SIGN**

The following is a graphic to help determine if a Portable Sign will meet the minimum distance requirements.

**ALTERNATIVE OPTION IF THE FOLLOWING CIRCUMSTANCES ARE PRESENT:**

**SIGN CAN BE PLACED ELSEWHERE IN THE PUBLIC SIDEWALK IF THE FOLLOWING CONDITIONS ARE PRESENT:**

- **SIGN CAN BE PLACED NO LESS THAN THREE (3') FEET FROM ANY STREET OR PARKING CURB**
- **MAINTAIN A SEVENTY-TWO (72") INCH WIDE CLEAR PAVED PATHWAY FOR ADA ACCESS MAINTAINED AT ALL TIMES**
- **APPROVAL OF AN ENCROACHMENT AGREEMENT ISSUED BY THE ENGINEERING DEPARTMENT**





# CITY OF PALM SPRINGS

Department of Planning Services

PORTABLE SIGN LAND USE PERMIT # \_\_\_\_\_

Applicant:	Mailing Address:	Phone: Fax: E-Mail:
Business Name:	Site Address:	
Zone/GP:	APN:	Section, Township, Range:

*The purpose of this Land Use Permit is to provide conditions of approval for the placement of a portable sign in an alternative location that is not adjacent to the business for which the sign advertises. All conditions of approval must be continuously met for the Land Use Permit to remain valid.*

**PROCEDURE:** An application for a Land Use Permit – Portable Sign shall be submitted to the Department of Planning Services, and shall be accompanied by the following:

1. A Processing fee of \$136.00
2. A diagram showing the location of the proposed portable sign within the right-of-way demonstrating the required clearance requirements.
3. Such other information as the Director of Planning Services may require, including, but not limited to adjacent uses, photographs, building elevations, landscape plans, design studies, furniture information, etc.

**STATEMENT OF ACTIVITY:** Portable Sign – alternate location in public right-of-way.

**CONDITIONS:** See Attached.

**REVOCATION:** This Land Use Permit may be revoked or modified pursuant to Palm Springs Zoning Code Section 93.23.16(C).

Owner's Signature:	Permit Center Signature:	Date:	Account # 001-32204
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**City of Palm Springs newly adopted sign ordinance states that all new Portable Signs must utilize these frame types in black color.**



**All Portable Signs must not be larger in size than:**

- **42" Tall**
- **32" wide**
- **Black Color**