



Planning Division
**TEMPORARY BANNER/SIGN APPLICATION
SUPPLEMENTAL SUBMITTAL CHECKLIST**
Zoning Clearance Review

150 North Third Street
Burbank, CA 91502
T: 818-238-5250
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www.burbankca.gov

All proposed temporary banner and automobile dealership temporary sign shall first be reviewed with the City's Planning Division for compliance with the zoning regulations of BMC – Title 10 (Zoning Regulations).

Request for Review

- ☐ Temporary Banner Permit ☐ Automobile Dealership Temporary Sign

Submittal Requirements

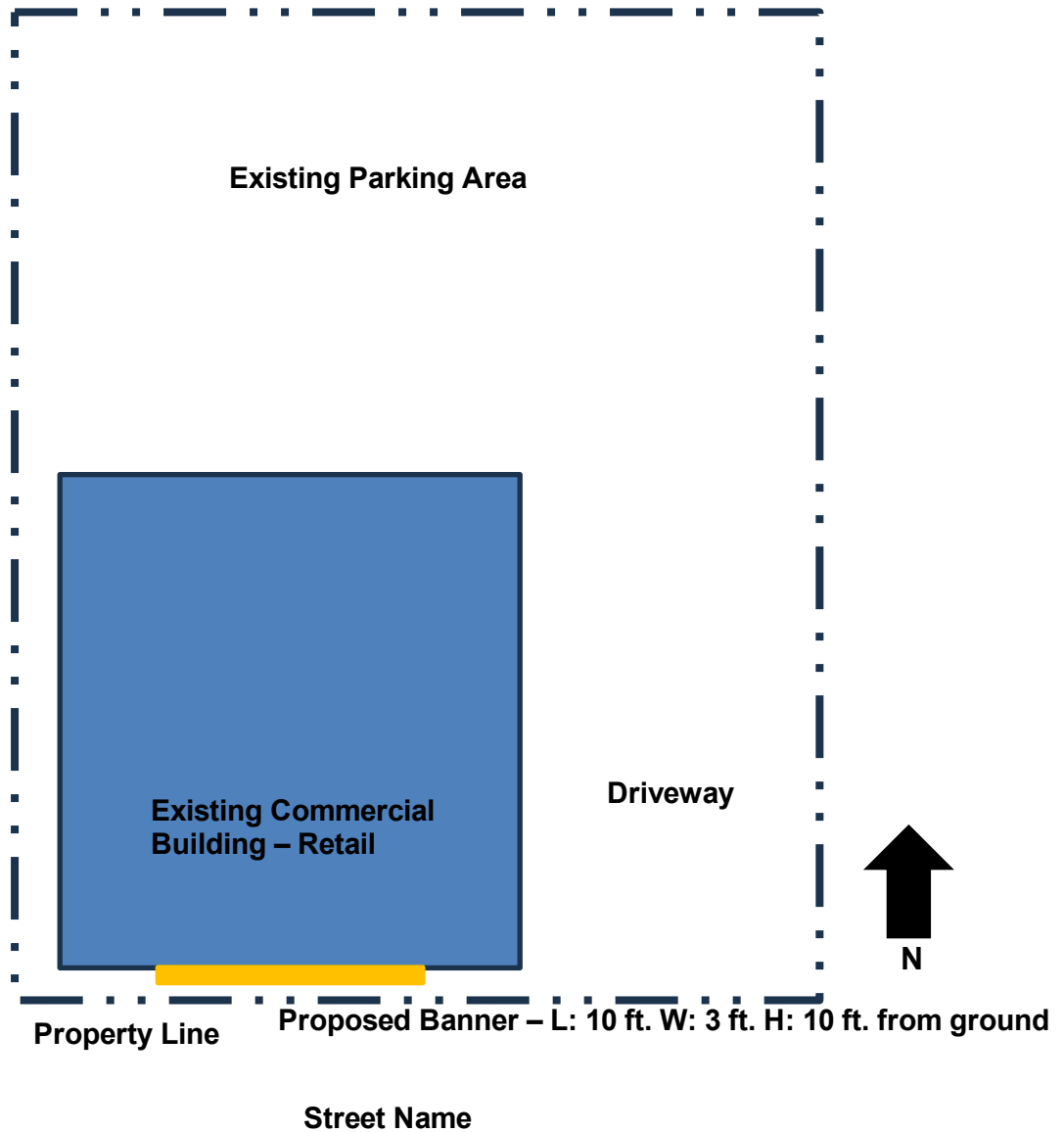
A complete temporary banner/sign permit application form, along with the following submittal requirements must be provided to the Planning Division for review. Incomplete application submittal will not be accepted.

- **Site plan (minimum plan sheet size of 8.5 x 11 inches)** with the following information:
 - ✓ property information (address, assessor's parcel number (APN), and zone)
 - ✓ project description
 - ✓ property line boundaries
 - ✓ existing footprint and use of structure(s) onsite
 - ✓ north arrow
 - ✓ street name(s)
 - ✓ location of the temporary banner
 - ✓ height of the temporary banner from the ground
 - ✓ length and width of the temporary banner
 - ✓ temporary banner material
- **Elevation plan (minimum plan sheet size of 8.5 x 11 inches)** with the following information:
 - ✓ height of the temporary banner measured from existing ground
 - ✓ temporary banner material
 - ✓ cardinal direction of elevation view (north, south, east, and west) where temporary banner is facing
 - ✓ method of attachment to building/structure

**Planning Division
Staff Review/Comments
(For City Use Only)**

Filing Fee:	Date Received:
Project No.:	Received by (staff signature and name required here):
Approval Date:	Notes:
☐ Signed Planning Application	☐ Proposed Site/Elevation Plans
☐ Temporary Banner/Sign Permit Application Fee and Deposit Paid	

Example of a Site Plan (Commercial Property)



Property Address:

APN:

Zone:

Project Description:

Sign Type/Material:

Total Temporary Banner Sign Area:

Example of Elevation Plan (Commercial Property)

