



**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION**

701 Laurel Street
Menlo Park, CA 94025
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<http://www.menlopark.org>

TEMPORARY SIGN PERMIT APPLICATION

BUSINESS NAME	BUSINESS LOCATION	
APPLICANT (PRIMARY CONTACT)	ADDRESS (IF NOT BUSINESS LOCATION)	
TELEPHONE	EMAIL OR FAX	

LENGTH OF THE FRONT PROPERTY LINE	
ALLOWED SIGN AREA (# SQ. FT.) FROM THE DESIGN GUIDELINES FOR SIGNS	
SIGN DIMENSIONS (IN FEET)	
SIGN TEXT	
TEXT COLOR(S)	
BACKGROUND COLOR	

Please attach a color sign plan and/or photograph of the proposed sign. Please label the sign dimensions on the plan or photograph.

INSTALLATION DATE	PROPOSED REMOVAL DATE

I understand that:

1. Approved temporary signs are to be on display for a period of no more than 30 consecutive calendar days, and for no more than 60 days each calendar year (January 1 – December 31).
2. Signs must be completely attached to the building tenant space and shall not extend above any roofline.

Date: _____ Signature: _____

APPROVED BY	Date
designee for Community Development Director	

Pursuant to the City of Menlo Park Sign Ordinance (Municipal Code Chapter 16.92), this temporary sign permit has been approved based on the above information. If you have any questions, please call the City of Menlo Park Planning Division at (650) 330-6702.