



**COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION**

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Menlo Park, CA 94025  
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**TEMPORARY SIGN PERMIT APPLICATION**

<b>BUSINESS NAME</b>		<b>BUSINESS LOCATION</b>	
<b>APPLICANT (PRIMARY CONTACT)</b>		<b>ADDRESS (IF NOT BUSINESS LOCATION)</b>	
<b>TELEPHONE</b>		<b>EMAIL OR FAX</b>	

<b>LENGTH OF THE FRONT PROPERTY LINE</b>	
<b>ALLOWED SIGN AREA (# SQ. FT.) FROM PAGE 12 OF THE DESIGN GUIDELINES FOR SIGNS</b>	
<b>SIGN DIMENSIONS (IN FEET)</b>	
<b>SIGN TEXT</b>	
<b>TEXT COLOR(S)</b>	
<b>BACKGROUND COLOR</b>	

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

<b>INSTALLATION DATE</b>	<b>PROPOSED REMOVAL DATE</b>

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: \_\_\_\_\_

<b>APPROVED BY</b>	<b>Date</b>
<b>designee for Community Development Director</b>	

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.