

TEMPORARY SIGN PERMIT APPLICATION

HAWTHORNE MUNICIPAL CODE Section 17.35.050

THE CITY STRONGLY RECOMMENDS THAT SIGNS BE IN ENGLISH

Business Name: _____

Business Address: _____

Business Phone: _____

Business Owner: _____

Owner's Address: _____

Contact Phone: _____ Fax: _____

Applicant: _____

Applicant Address: _____

Contact Phone: _____ Fax: _____

INSTRUCTIONS FOR FILING A TEMPORARY SIGN PERMIT APPLICATION:

Submit two (2) copies of the following to the Planning Department:

1. Completed Application
2. Plans
 - a. Site plan (indicate locations of all proposed sign)
 - b. Elevations (indicate locations of all proposed sign)
 - c. Proposed sign with dimensions
 - d. Temporary identification sign ☐ Grand opening sign ☐ Other purpose ☐ (check box)
 - e. Photograph of site

Business Owner's
Signature: _____ Date: _____

PLEASE NOTE: Not all applications can be processed over-the-counter. Fees are based on the value of the signs and are determined by and collected by the Building Department. Information regarding fees cannot be obtained over the telephone. With the exception of temporary identification signs and grand opening signs, **the maximum time period for temporary signs per business is 30 days per calendar year.**