


<p>TEMPORARY SIGNS FOR COMMUNITY EVENTS ENCROACHMENT PERMIT APPLICATION NMC – Chapter 15 <i>A valid encroachment permit signed by the City Engineer (his/her designee) is required before placing any temporary sign within the City right-of-way.</i></p>	<p>CITY OF NOVATO Public Works Department Engineering Division 922 Machin Avenue Novato, CA 94945 (415) 899-8246 Fax: (415) 899-8218 Inspection Hotline: (415) 899-8240 www.novato.org</p>	<p><i>Staff use only</i> Copy application into TrakIt when permit is approved.</p>  <p><input type="checkbox"/> Date Received: ___/___/20___ <input type="checkbox"/> Permit No. Issued: _____(CRW) <input type="checkbox"/> Temp. Sign Approved by Planner (initials) ____ Deposit Required? No <input type="checkbox"/> Yes <input type="checkbox"/> Amt.\$</p>
<p>NMC – Chapter 15-2.53 Temporary signs may not be attached in any manner to any utility poles, traffic signals or street lights. Placement of signs may not block the visibility area needed for all types of traffic, including vehicles, pedestrians and bicycles. Signs must be free standing and easy to remove by City’s maintenance crew.</p>	<p>NMC- Chapter 19 Zoning Code Temporary signs may only be posted for sixty (60) days. Signs must be removed by the Permittee within fourteen (14) days after the “event” has expired. Maximum size of event sign is 24 sq. ft. and no taller than 6 ft. in height measured from the ground beneath sign to top of the sign. Design & contents must be approved by “Planning” before permit is issued.</p>	
<p>RESTRICTIONS No temporary signs shall be placed in the following locations; any median island, city park, CALTRANS’ right-of-way, freeway ramps and CALTRANS’ signalized intersections, sidewalk, bike lane, construction zone, within 5 feet of a fire hydrant, driveway, mailbox, bus stop, or signal light, and within 18 inches from face of curb. Attachment of balloons, banners, merchandise or electrical devices are prohibited.</p>	<p>PRIVATE PROPERTY The city’s encroachment permit does NOT permit temporary signs on private property. Temporary signs placed on any private property must have the pre-approval of the individual property owner. It is the Applicant’s responsibility to obtain permission from any private property owner(s) to place any sign on their property.</p>	
<p>CITY APPROVED LOCATIONS Unless pre-approved by the City Engineer temporary signs are only permitted to be installed at the approved locations listed on the reverse side of this application.</p>	<p>APPLICANT’S ASSURANCE / WARRANTY Applicant agrees by signing the permit application to provide satisfactory reimbursement to the City for any damages that occur as a result of the temporary signs. Prior to issuance of a temporary sign permit a refundable security deposit may be required as determined by the City.</p>	
<p>INSTRUCTIONS Complete all sections below and to the right. Write “n/a” if not applicable. Authorized Agent must sign and date permit before it is valid. Include check payable to City of Novato for permit fee and any deposit. Submit to Permit Counter – Mon. Tue. Wed. Thr. - 9:00 AM to 11:00 AM. Allow 1 to 3 working days for staff to process application. Temporary signs may not be installed until Temporary Sign is approved by Planning and Engineering, and permit issued.</p>	<p>PERMIT SIGN APPROVED STICKER 4) Provide <u>total number of signs</u> for this application? ____ A permit sticker will be provided for each temporary sign approved. Applicant must place one sticker on the front of sign at the bottom right-hand corner of before installing. Signs not displaying approved sticker will be immediately removed and discarded without further notice.</p>	
<p>1) Applicant’s Name: First: _____ Last: _____ Organization (Business) Name: _____ City Business License No.:</p>	<p>DATE(S) OF EVENT 5) First Event Day: ___/___/20___ Total # of Days: ____ Last Day : ___/___/20___ Remove Signs By: ___/___/20___ (14 days after last day) <i>Note: The Dates of the Event must be shown in writing on the signs.</i></p>	
<p>2)Address of Applicant OR Organization (Business): Street: _____ CITY: _____ Check one: <input type="checkbox"/> Applicant <input type="checkbox"/> Org./Bus. ZIP: _____</p>	<p>DESCRIPTION AND ATTACHMENTS: 6) Event Description: _____ Check at least one & attach documents to application: <input type="checkbox"/> Photo <input type="checkbox"/> Plan <input type="checkbox"/> Detail of SIGN <input type="checkbox"/> Other: _____</p>	
<p>3) Applicant’s Telephone & Email: Daytime (____) ____ - _____ Cell (____) ____ - _____ Email Address: _____</p>	<p>TEMPORARY SIGN DIMENSIONS 7) Height: ___ ft. ___ in. Width: ___ ft. ___ in. <i>Maximum Total Area allowed is 24 sq. ft. Example equals 4’ x 6’ or 3’ x 8’.</i></p>	
<p>I understand that submission of this application does not imply or guarantee the City’s approval of this application. Questions? Call the Engineering Division (415) 899-8246. 8) APPLICANT’S SIGNATURE: X _____ DATE: ___/___/20___</p>	<p>PERMIT COST: \$91.00 Non-Refundable, Flat Fee, per the City’s current fee schedule. City reserves all rights to remove and discard any temporary signs at any time without further notice. Compensation is not authorized, and will NOT be given, for any temporary signs that are damaged or removed by either the City or others, whether or not identified.</p>	

*For additional information, instructions & permit details See Reverse Side. **Note:** INCOMPLETE or UNREADABLE Applications will delay processing.

**ITEMIZED INSTRUCTIONS FOR COMPLETING
TEMPORARY SIGN ENCROACHMENT PERMIT APPLICATION**

The "Applicant" is solely responsible to provide all necessary and accurate information. Clearly PRINT or TYPE all information. Do not leave any spaces blank. Write "n/a" if not applicable. Any missing or illegible information must be provided before encroachment permit can be issued. Below is more information for completing each box **Items Numbered (1 through 8)** on reverse side of this form.

(1) The person completing and signing this application is the "Applicant." Provide First and Last Name of the person completing and submitting this application on behalf of the Organization (Business) hosting the Event. Provide the Name of the Organization (Business). Applicant certifies by submitting application that they are the Authorized Agent representing the Organization (Business) applying for the temporary sign encroachment permit. Provide City of Novato Business License Number.

(2) Provide the Address of the Applicant, or the Organization / Business, hosting the Event. Provide full street address, City and Zip. (P.O. Box will NOT be accepted.) Check one of the boxes either for Applicant or Organization / Business that represents the address information provided.

(3) Provide Applicant's daytime telephone number, a cell phone number that will only be used for 24 hour emergency contact and an email address, if available.

(4) Write in the total number of signs to be installed at approved City right-of-way locations. All temporary event signs must have an approved Novato Sticker attached to the front, bottom right-hand corner of each sign. The stickers will be provided at the time the encroachment permit is issued. Signs not displaying an approved sticker will be immediately removed and discarded without further notice. A replacement sticker may be purchased for a cost of \$1.00 each.

(5) Provide the Event will Start Date and the Last Date of the Event. Add fourteen (14) calendar days after the Last Date of the event and enter the "Remove Signs By" Date. The Permittee is responsible for removing ALL temporary event signs. Failure to remove signs by date specified in the encroachment permit may result in the full or partial loss of any deposits, required reimbursement invoiced to the Permittee for the costs incurred by the City to remove signs, and possible code enforcement action and possible denial of future temporary event sign permits to the Permittee, Applicant, Organization / Business that failed to remove the signs as permitted.

(6) Provide a Description of the "Event" and attach a photograph, plan or detail that shows the proposed sign including all the language, dimensions, pictures and colors. Date(s) of the Event must be shown clearly on the sign.

(7) Write in the dimensions of the proposed temporary signs, height and width. Provide the dimensions in feet and to the nearest inch. Maximum permissible sign area is 24 square feet. Any signs placed in the City right-of-way exceeding the maximum limit will be immediately removed without further notice and subject to code enforcement action.

(8) Applicant must be sign and date application before processing by the City. Upon Applicant signing the Application and any Permit issued as a result of an approved application, the Applicant(s) and the Permittee(s), each and all, agrees to indemnify, defend and hold harmless the City of Novato, its officers, agents, and employees any and all loss, damage, liability, cost or expense, however same may be caused, that may arise during or as part of the permit process ,or during or as part of any permit issued, whether the liability, loss or damage is caused by, or arises out of, the negligence of the City, its officers, agents, or employees, or otherwise. Applicant and Owner(s) further agree to comply with all applicable City Ordinances, City standards and specifications, terms, conditions and any restrictions associated with this application and any permits issued.

**LIST OF APPROVED LOCATIONS
WITHIN CITY'S RIGHT-OF-WAY FOR TEMPORARY EVENT SIGNS**

1	Northwest corner of Redwood Blvd. at San Marin Drive.	5	South Novato Blvd., south bound, approximately 100 ft. to 150 ft. south of Sunset Pkwy.
2	San Marin Drive East of Spinosa Way.	6	Sunset Pkwy. north bound, approximately 120 ft. north of Merritt Dr.
3	Novato Blvd. at southwest corner of Sutro Ave. between fence and street.	7	South Novato Blvd. across from Cowbarn Lane.
4	Novato Blvd. at Diablo Ave., in front of Utility, Western Calif. Telephone Co.	8	Alameda del Prado, east side of road, north of "Burger King" restaurant sign.

Circle Each Location Requested on Location Map (dated 11/11/09)

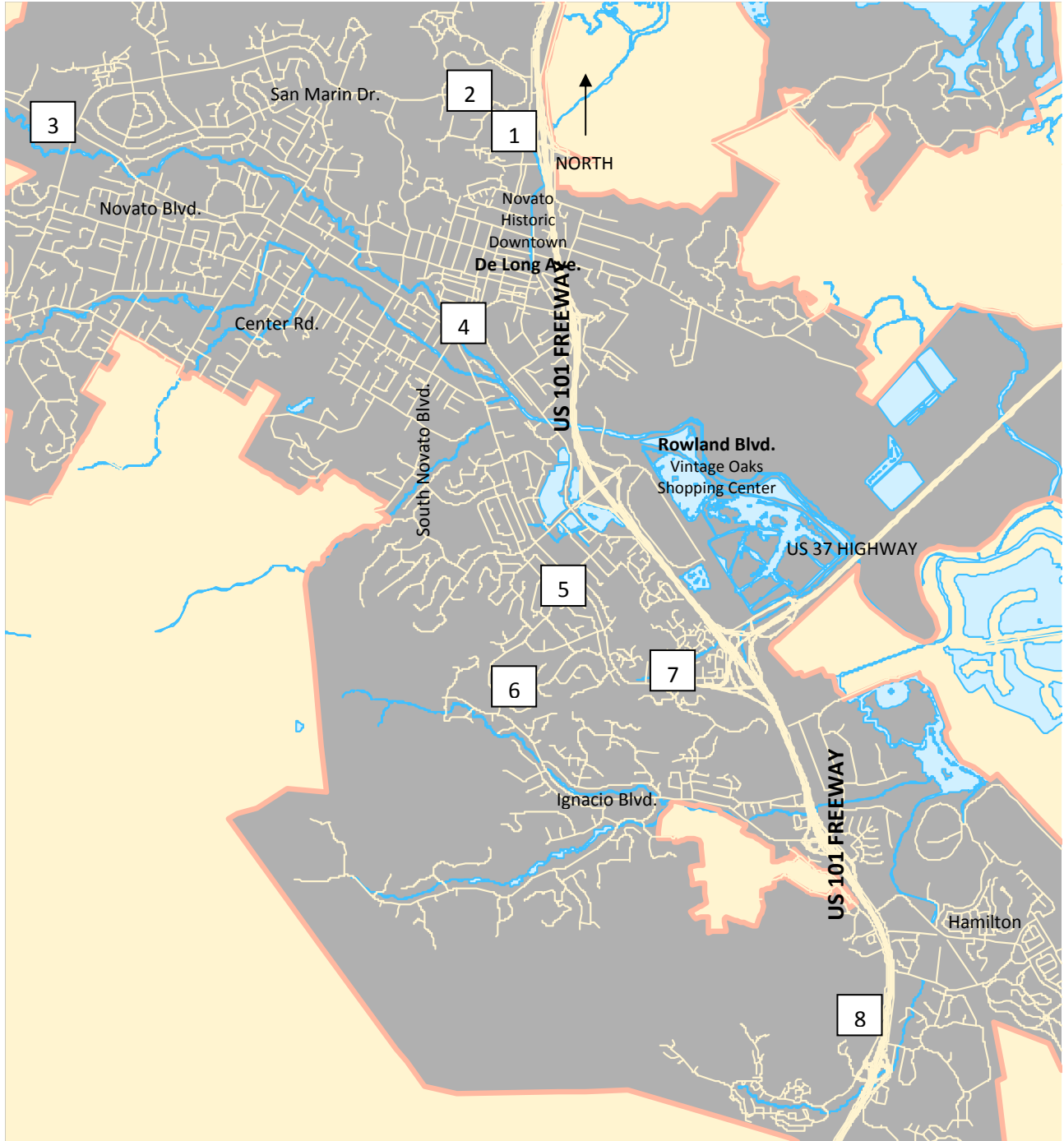
LOCATIONS LISTED ARE SUBJECT TO CHANGE WITHOUT FURTHER NOTICE. Encroachment Permits will list the individual approved locations on the Final Permit Issued.

CITY OF NOVATO

APPROVED EIGHT (8) LOCATIONS FOR TEMPORARY
EVENT SIGNS ENCROACHMENT PERMITS

11/11/2009

MAP OF NOVATO— Circle Each Location Requested and Submit this Page with Permit Application.



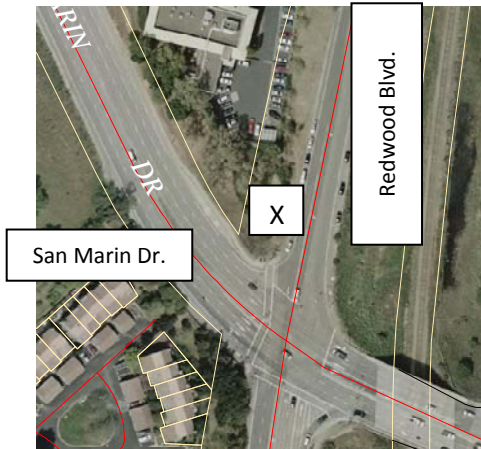
SEE NEXT PAGES FOR DETAILS OF EACH SITE LOCATION.

CITY OF NOVATO

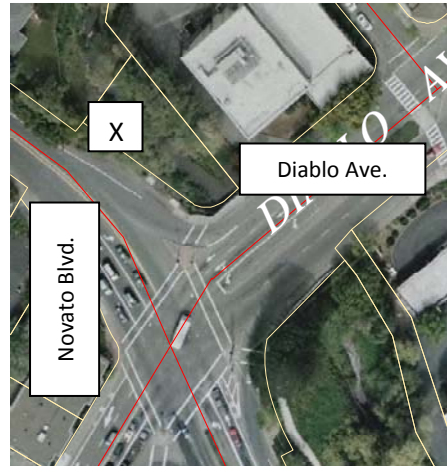
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EVENT SIGNS ENCROACHMENT PERMITS
11/11/2009

Locations subject to change without further notice.

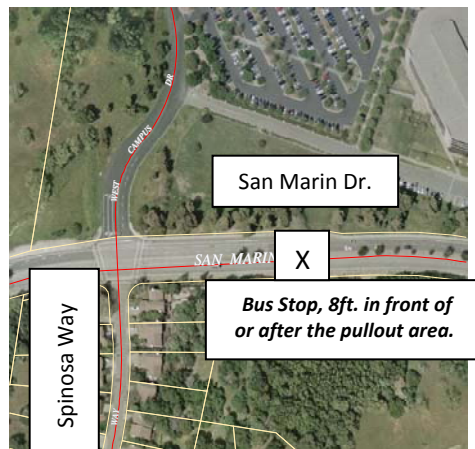
X Areas within the City's Right-of-Way.



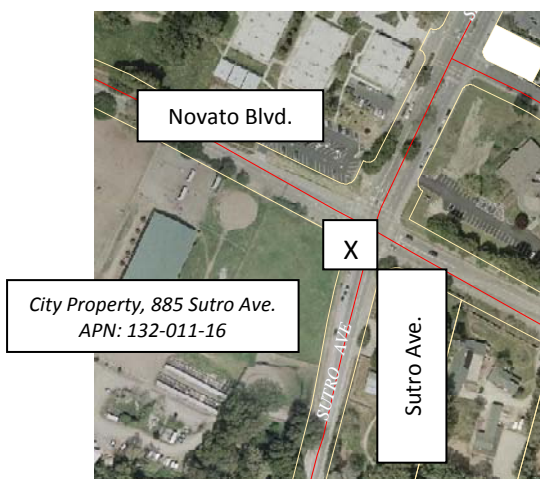
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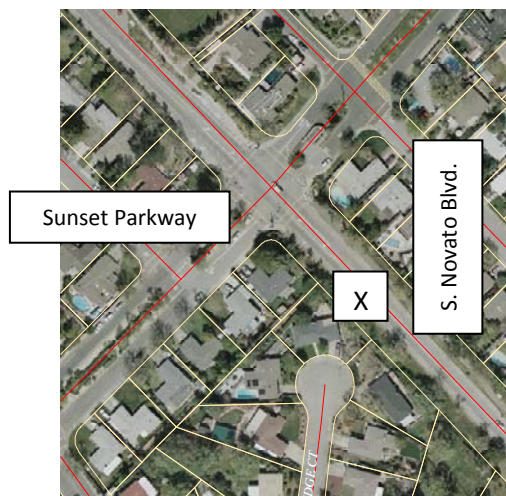
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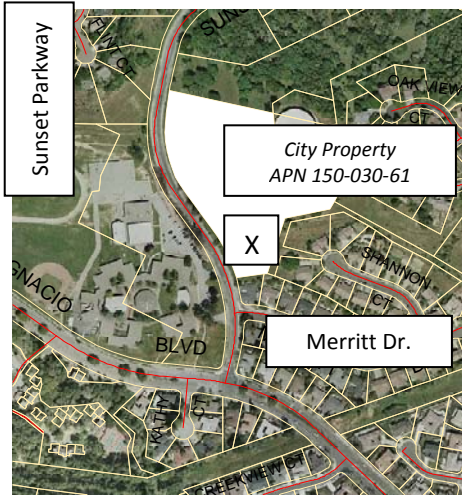
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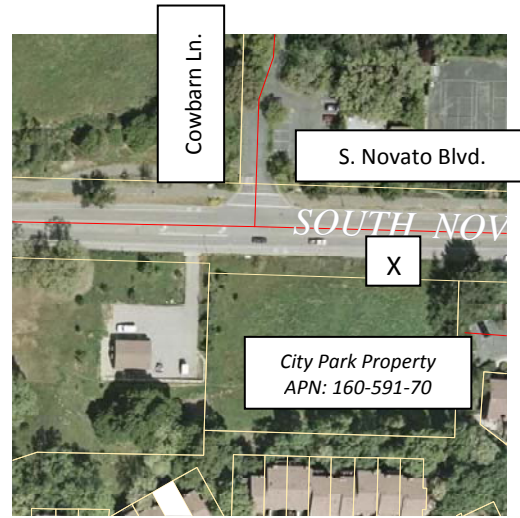
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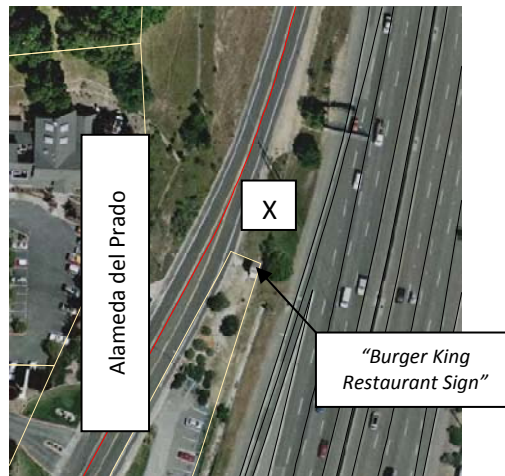
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approximately 120 ft. north of Merritt Dr.



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