



**COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT  
PLANNING DIVISION**  
**P.O. Box 1609, Mammoth Lakes, CA 93546**  
**Phone: (760) 965-3630 Fax: (760) 934-7493**  
[www.townofmammothlakes.ca.gov](http://www.townofmammothlakes.ca.gov)

**TEMPORARY SIGN PERMIT APPLICATION**  
 (Municipal Code Section 17.48.090.N)

**GENERAL INFORMATION**

Applicant Name: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_  
 Business Name: \_\_\_\_\_ Applicant Email: \_\_\_\_\_  
 Site Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 Property Owner Name: \_\_\_\_\_  
 Property Owner Signature: \_\_\_\_\_

**SIGN TYPE AND SPECIFICATIONS**

Banner Sign<sup>1</sup>  Window Sign<sup>1</sup>  Other (Describe)<sup>1</sup>: \_\_\_\_\_  
 Sign Height: \_\_\_\_\_ Sign Width: \_\_\_\_\_ Sign Size: \_\_\_\_\_  
 Sign Material: \_\_\_\_\_ Method of Attachment: \_\_\_\_\_  
 Sign Wording: \_\_\_\_\_

Date to be Installed: \_\_\_\_\_ Date to be Removed: \_\_\_\_\_  
 (See Municipal Code 17.48.090.N and Table 17.48.090(N) for display periods allowed for temporary signs)

- Attach a drawing, picture, or other accurate representation of all temporary sign(s) proposed.
- Attach a drawing or picture showing the proposed location(s) of all temporary sign(s).

**WAIVER AND RELEASE AGREEMENT**

On behalf of \_\_\_\_\_ ("Organization" or "Business"), I certify that the Organization or Business will comply with the Town of Mammoth Lakes ordinances and conditions of approval relative to this Temporary Sign Permit; that the Organization or Business take full responsibility for seeing that the temporary sign is in full adherence and compliance with these ordinances and conditions; that the Organization or Business will indemnify, defend and hold harmless the Town, its officials, officers, employees, volunteers, and agents from any and all claims for damages, death, personal injury or property damage arising out of, related to, or in any way connected with the temporary sign. **I HAVE READ THIS WAIVER AND RELEASE CAREFULLY. I UNDERSTAND AND VOLUNTARILY ASSUME THE RISKS INVOLVED. I WARRANT AND REPRESENT THAT I HAVE THE AUTHORITY TO ACT ON BEHALF OF THE ORGANIZATION OR BUSINESS AS SET FORTH HEREIN.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>TOWN USE ONLY</b>		
Permit No. _____	Date Received _____	Fees Received _____
Receipt No. _____	Check No. _____	Cash _____
<b>ACTION TAKEN</b>		
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Consistent with Sign Ordinance: Yes <input type="checkbox"/> No <input type="checkbox"/>
Conditions of Approval: _____		
Planner Signature: _____		Date: _____

<sup>1</sup> Please refer to Allowed Sign Types in the attached table (Table 17.48.090(N))

**Town of Mammoth Lakes Municipal Code  
Table 17.48.090(N): Standards for Temporary Signs**

Allowed Sign Type	Maximum Number	Maximum Sign Area	Maximum Sign Height	Time Limit	Permit Required?	Additional Requirements <sup>1</sup>
Banner - Across the street	Not limited by number	May exceed 30 s.f. if approved by Director	Limited by supporting structure	7-21 days	Yes	See Subsection 17.48.090.N.1.e
Banner - Grand opening <sup>2</sup>	1 per business	20 s.f.	Not above the second story	30 days	Yes	For newly established businesses
Community event sign	Not limited by number	May exceed 30 s.f. if approved by Director	Limited by sign type	At the discretion of the Director	Yes	See Subsection 17.48.090.N.2
Community event information	Not limited by number	Limited by sign type	Limited by sign type	Removed 2 days after event	No	See Subsection 17.48.040.C.1
Directional sign	Not limited by number	6 s.f.	Limited by sign type	As deemed necessary by the Director	No	See Subsection 17.48.040.C.2
Garage sale sign	1 per garage sale	4 s.f.	4 feet	Only during hours of sale	No	See Subsection 17.48.040.C.3
Political sign	Not limited by number	6 s.f.	4 feet	Removed within 5 days after election	No	See Subsection 17.48.040.C.4
Portable signs	1 on-site per property and up to 5 off-site in the Town right-of-way	6 s.f. per side	4 feet	Thursdays, Fridays, Saturdays, Sundays, and Federal or State holidays. between 8 a.m. and dusk for no longer than 10 hours	No (on-site signs); Yes (off-site signs)	See Subsection 17.48.090.N.3
Real estate signs	1 per property <sup>3</sup> ; 1 sign for each tenant space on multi-tenant properties	Residential zone: 4 s.f. Non-residential zone: 12 s.f. Tenant spaces: 4 s.f.	Freestanding sign: 4 feet; Other: limited by sign type; signs in tenant spaces above the second story are allowed	When property is available for sale, lease, rent, or other disposition	No	See Subsection 17.48.040.C.5
Real estate development sign	1 per development site	30 s.f.	Limited by sign type	After land use permit is approved and until it expires	Yes	See Subsection 17.48.090.N.4
Site construction sign	1 per development site	30 s.f.	Limited by sign type	After building permit issued, and until final inspection or certificate of occupancy	Yes	See Subsection 17.48.090.N.5
Window sign (temporary)	No more than 2 per business	25% of window <sup>4</sup> or 6 s.f per sign, whichever is less	Not above the second story	30 days	No (less than 15 days quarterly); Yes (more than 15 days quarterly)	See Subsection 17.48.090.M.5

Notes:

- (1) See Standards for Specific Types of Signs, Temporary Signs (17.48.090.N) and Signs Not Requiring a Permit (17.48.040).
- (2) No business shall have more than one banner sign displayed at any one time (17.48.090.N.1).
- (3) Additional signage may be allowed for the second frontage consistent with Subsection 17.48.080.C.3.
- (4) Permanent and temporary window signs shall not exceed 25% of window area without the approval of an Administrative Permit (17.48.090.M.2).