



TEMPORARY SIGN PERMIT APPLICATION

Development Services Department
777 B Street, Hayward, CA 94541
www.hayward-ca.gov

T (510) 583-4200 F (510) 583-3649 TDD (510) 247-3340

The placement of any sign within the City Right-of-Way requires approval of a revocable encroachment permit. For A-Frame signs, this is a one-time permit. Temporary Promotional Human Signs located within the City Right-of-Way must obtain a revocable encroachment permit for each event. The revocable encroachment permit is non-transferable and is only valid for the listed business and business location specified on the permit.

Application No.: _____ Permit Fee: _____ Deposit*: _____

Business Name: _____

Business Owner's Name: _____

Business Address: _____

Applicant: _____

Applicant's Address: _____

Sign Type: A-Frame Sign Human Sign Banner Other: _____

Duration for Temporary Promotional Signs:

Start Date: _____ End Date: _____ Total Number of Days: _____

Temporary Promotional Signs are limited to 60 calendar days per year.
Grand Opening Signs are allowed one time only for up to 45 days.
All Human Signs shall have a copy of the approved Encroachment Permit with them at all times during the approved event.

Please attach a diagram showing where the A-Frame Sign will be located and a drawing of the sign, including dimensions (see standards for Portable or A-Frame Signs on the following page).

By signing below I acknowledge that I am fully aware of the provisions of the City of Hayward Sign Regulations and that violation of said Regulations shall be enforced in accordance with Section 10-7.700 – Administration, Compliance and Enforcement.

Applicant's Signature: _____ **Date:** _____

* Deposit will NOT be refunded if the temporary sign has not been removed by the close of business on the "End Date" indicated above.

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OFFICIAL USE ONLY

By: _____ Approved: Not Approved:

Removed by end date: Yes No Verified by: _____ Refund Deposit: Yes No

Deposit Refund Received by signature: _____ Date: _____