



Town of Windsor  
9291 Old Redwood Highway  
P.O. Box 100  
Windsor, CA 95492-0100  
Planning Department (707) 838-1021  
Fax (707) 838-7349

**PLANNING APPLICATION FORM**

\$20 fee - date paid \_\_\_\_\_

File #: ZP \_\_\_\_\_ Date Filed: \_\_\_\_\_ Received by: \_\_\_\_\_

**ZONING PERMIT: TEMPORARY SIGN PERMIT**

**APPLICANT OR AGENT:**

Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

State/Zip: \_\_\_\_\_ email address: \_\_\_\_\_

**PROJECT INFORMATION:** (indicate what the sign is for)

Project Description: \_\_\_\_\_

**ACKNOWLEDGMENT OF CONDITIONS:**

I have read the attached conditions related to the placement of temporary off-site signs. I agree to abide by these conditions.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

This zoning permit is approved, subject to compliance with the performance conditions attached and all regulations pertaining to the placement of temporary off-site signs as adopted in the Town of Windsor Sign Ordinance. (A complete copy of the Town's sign ordinance is available upon request).

\_\_\_\_\_  
Planning Signature

\_\_\_\_\_  
Issue Date

### Temporary Off-Site Signs

Temporary off-site signs are subject to the following standards. The permittee shall contact the Planning Department to determine the applicable sign regulations prior to placing any temporary off-site sign.

1. Each permittee shall pay the fee required by the Town for a Sign Permit prior to the placement of any temporary sign.
2. In residential districts, no more than 32 square feet of total signage area is permitted, counting only a single-side of any two-sided sign toward the signage area. Sign height shall not exceed four feet above the ground.
3. In all other zoning districts, no more than 64 square feet of total signage area is permitted, counting only a single-side of any two-sided sign toward the signage area. No sign shall exceed six feet in height above the ground.
4. No sign shall be erected more than 45 days.
5. No sign shall be displayed without the consent of the legal owner of the property and/or person holding present right to possess and control property (“owner”). Each permittee, shall obtain permission from the “owner”, prior to placing a sign on the property. The permittee may, upon request, be required to provide the Town with a copy of written permission from the “owner”. In the event a permittee is unable to provide written permission to post signs, the signs shall be immediately removed or the Town may impose a penalty on the permittee sufficient to cover the costs of removal.
6. The maintenance and removal of the signs are the responsibility of the permittee. All signs shall be removed entirely within the allotted time on the permit. In the event that all signs are not properly removed within the allotted time, the Town may impose a penalty on the permittee sufficient to cover the costs of removal.
7. No portion of a sign shall be located within five feet of road, street, or common driveway and no sign may obstruct vision on the public rights-of-way or at any other location where, by reason of the sign’s position, shape or color it interferes or may be confused with any authorized traffic sign, signal or device. Signs erected on public property and/or in the public right-of-way, may be abated by the Town without notice.
8. Signs shall not be erected above the height limitations of Section 9, on/or attached to a pole, or suspended without support from the ground (i.e. from a crane, or similar device). With the exception of magnetic signs attached to the doors, no signs shall be mounted on a vehicle or similar object.
9. The height of a sign shall be measured from the existing grade to the top of the sign and shall not exceed 4’ in height in a residential zone nor 6’ in height in a non-residential zone.
10. If the Town Manager determines that any sign has been posted in violation of these conditions, but not in such a manner that poses an immediate safety hazard, the Town Manager will notify the permittee by phone and in writing of the violation. The permittee will then have two working days to correct the violation. Any major violation, as determined by the Town Manager, to the provisions herein shall result in the immediate and summary abatement by the Town. The permittee shall be liable to the Town for any and all removal and abatement costs.
11. The permit shall be subject to revocation upon failure to comply with the above conditions.

---

I acknowledge that I have read and agree to comply with the conditions related to placement of temporary off-site signs within the Town of Windsor.

---

Signature

---

Print Name