

**CITY OF ANTIOCH
ADMINISTRATIVE USE PERMIT APPLICATION
TEMPORARY BANNER**



PURPOSE

An Administrative Use Permit is required for temporary advertising signs, banners, flags, and advertising devices (for example: "Grand Opening," "Sunday Brunch," "Sale," etc.). The signs/devices may be placed at a site for a maximum of ten consecutive days per calendar quarter, for a maximum of four times in any one calendar year.

Antioch Municipal Code Section § 9-5.501

(K) *Banners and advertising devices.* Temporary advertising signs, banners, flags, and advertising devices other than balloons may be placed at a site for a maximum of ten consecutive days per calendar quarter with an administrative permit issued by the city. Advertising balloons may be permitted at automobile dealerships for a maximum of ten days per calendar quarter with an administrative permit issued by the city. Additionally, nonprofit, and public agencies may also utilize advertising balloons with an administrative permit issued by the city. The use of banners and flags at automobile dealerships may be allowed without any time restrictions subject to an administrative permit. "Automobile dealer" as used in this section shall mean a vehicular sales establishment consisting of at least two acres.

(L) *Prohibited signs.* The following signs shall be prohibited, except where otherwise permitted by the provisions of this article:

- (1) Off-site signs, except as provided by this article;
- (2) On-site signs, either temporary or permanent, where placed within, upon, or over any public street right-of-way, parking area, sidewalk, required landscaping or utility pole;
- (3) No person shall park any vehicle within a public right-of-way or in a location on private property which is visible from a public thoroughfare which vehicle has attached thereto or suspended there from any commercial advertising sign, except a sign painted directly upon or permanently affixed to the body or other integral part of the vehicle for permanent decoration, identification, or display. The provisions of this division shall not apply to "bumper sticker" type signs, nor to "for sale" signs applicable only to the vehicle upon which the sign is located;
- (4) Signs on public property, except as otherwise provided in this article; and
- (5) Signs erected on private property without the permission of the owner of the property or his authorized agent.

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PROCESS:

Processing of an Administrative Use Permit application takes approximately 3 weeks. Please submit your application and all requirements (listed below) online through the [CITY OF ANTIOCH CIVIC ACCESS PORTAL](#) THREE WEEKS prior to the start date you are requesting for your sign. Applications submitted less than two weeks prior to the date requested will be reviewed as staff time allows, and the City reserves the right to deny the application if staff is unavailable to review the permit.

Please be aware that planning applications will be automatically withdrawn if an applicant receives an incomplete letter and does not resubmit a substantive response within 120 calendar days. The Zoning Administrator may grant a written extension for up to an additional 90 calendar days when the applicant shows good cause for an extension. Delays due to circumstances outside the applicant's reasonable control will be considered good cause to grant the extension.

**Application should be submitted online through the
City of Antioch Civic Access Portal online at the link below:**

<https://antiochca-energovweb.tylerhost.net/apps/selfservice#/home>

*Any questions regarding the application process should be emailed to:
planning@antiochca.gov*

ONLINE SUBMITTAL REQUIREMENTS:

- ☐ Completed application signed by both the Applicant and Property Owner
- ☐ Refer to [Planning Fee Chart](#) for current application fee.



CITY OF ANTIOCH
INFORMATION SHEET

Applicant Name _____ Phone _____

Mailing Address _____

Site Address _____

Name of Business _____

Property Owner's Name _____ Phone _____

Property Owner's Address _____

Purpose of Promotion _____

Banner/Sign Size _____ S.F. _____ Feet X _____ Feet

Copy _____

Colors _____

Placement Location (where on building, between poles, etc.) _____

Dates Requested _____

Comments _____

On a separate sheet of paper, please sketch the proposed site and indicate the location of the banner. Include enough detail to show size, relationship and location of banner/sign to building. Photographs may be submitted in lieu of the drawing.

AS THE APPLICANT, I HAVE READ AND UNDERSTAND THE ABOVE REGULATIONS AND WILL COMPLY WITH THEM AND ANY ADDITIONAL CONDITIONS IMPOSED. I ALSO UNDERSTAND THAT ANY VIOLATION OF THE CONDITIONS OF THIS PERMIT MAY RESULT IN MY BEING ISSUED A CITATION FOR AN INFRACTION OF THE CITY OF ANTIOCH MUNICIPAL CODE.

Signature of Applicant _____

Date _____

Property Owner or Agent Approval _____

Date _____