



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

City of Folsom
Community Development Department
50 Natoma Street
Folsom, California 95630
(916) 461-6202 Fax (916) 355-7274
PlanningEPC@folsom.ca.us

Special Event Sign Permit Application

Applicant Information

Name: _____	Phone: _____
Address: _____	
Email Address: _____	

Special Event Signage Information:

Name of Special Event and Permit #: _____	
Site Address: _____	
Number of Sign(s): _____	Type of Sign(s): _____
Sign Location(s): _____	
Proposed dates for Signage: _____ - _____ (____ days or ____ weeks)	
Special Event Sign Permit #: _____	Application Fee: \$63.00
Community Development Department Approval: _____	Date: _____
Permit Valid: _____ - _____ (____ days or ____ weeks)	Year to Date: ____

Special Event Sign Permit Findings:

1. The special event sign(s) comply with traffic standards and will not jeopardize the general health, safety, and welfare of the community.
2. The entity or integrated development has not been issued more than 2 such permits this calendar year, and the permit does not exceed 14 consecutive calendar days.

Special Event Sign Permit Conditions:

1. Special Event Signage shall be erected consistent with this permit. Signs shall not be located over the roofline of any building.
2. This Special Event Sign Permit shall be valid during the dates listed above. Sign(s) shall be removed by 6:00 a.m. on the day after permit expiration. Any permit renewal must be submitted to the Planning Division prior to permit expiration.
3. Any violation of these provisions is an infraction, punishable with penalties per [FMC 17.59.060](#).

Applications must be received at least one week prior to the proposed date for erection of special event sign(s), in order to provide notice of the Planning Division's determination.



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Special Event Sign Permit Submittal Requirements

Permit Required: Any person or entity requesting a short-term use of temporary animated signs not otherwise permitted under the City's Sign Ordinance (including, but not limited to, beacons, pennants, freestanding banners, or inflatables used as signs for a special event) shall submit a Special Event Sign Permit Application to the Planning Division for approval prior to erection of any such sign. The applicant shall submit the following information with the Community Development Department for review:

1. **Application Form** (Completed and signed)
2. **Application Fee:** \$63.00
3. **Signage Plans** which accurately depict the size and dimensions of the proposed signage.
4. **A site plan**, including but not limited to:
 - a. Site Information:
 - i. Site address, assessor's parcel number, north arrow & scale.
 - b. Site Layout:
 - i. Property line locations; locations of all structures on lot; setbacks from property lines and ROW; any applicable clear vision triangles
 - ii. Locations of proposed signage
5. **Photographs of the project site** taken within 30 days prior to the application submittal which accurately depicts the project location and shows the location of the proposed signage
6. **Other applicable material and information** as requested by the Community Development Director.

All applicants shall submit a complete set of digital (PDF) online via the City's eTRAKiT online portal: <https://www.folsom.ca.us/government/community-development/epermit-center>

Please reach out to PlanningEPC@folsom.ca.us for any questions about the application process.

Permit Review: The Planning Division shall review, approve, conditionally approve, or deny the Special Event Sign Permit application for communitywide events, grand openings, and other similar events as determined by the Planning Division to be a communitywide benefit, provided that such sign(s):

- 1) Not be located above the roofline;
- 2) Comply with traffic safety standards;
- 3) No entity or integrated development may be issued more than 2 such permits per calendar year; and
- 4) No Special Event Sign Permit shall exceed 14 consecutive calendar days.