

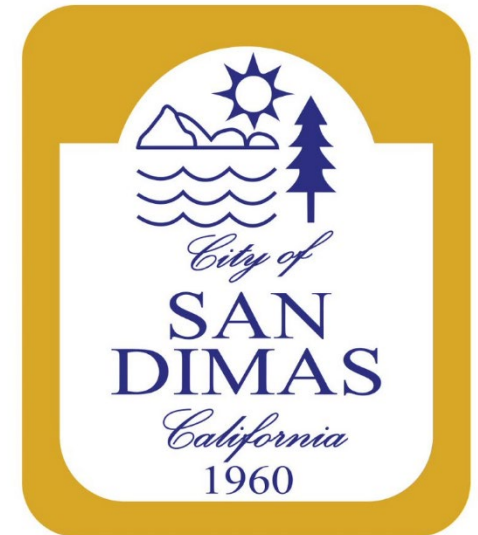
The Planning Department offers informational brochures on the following topics:

Artificial Turf Guidelines  
Banners and Temporary Signs  
CEQA and Environmental Review  
Classification of Use  
Conditional Use Permits  
Development Agreements  
Development Plan Review Board  
Fees and Charges  
For Sale/For Lease Signs  
General Plan  
Lot Line Adjustments  
Mills Act  
Municipal Code Text Amendments  
Outdoor Dining Policy  
Outdoor Displays of Merchandise  
Permanent Signs  
Permit Streaming Act  
Planning Commission  
Portable Signs  
Property Information  
Public Notice Requirements  
Residential Care Facilities  
RV & Trailer Parking  
Signs in the Historic Downtown Area  
Site Plan Requirements  
Specific Plans  
Storage Structures  
Subdivisions  
Temporary Use Permits  
Trash Enclosure Standards  
Tree Preservation  
Variances  
Window Replacement – Town Core  
Window Signs  
Zone Changes  
Zoning Descriptions

*\*These brochures are generally intended to assist in the processing of application material. They do not necessarily provide every detail regarding Municipal Code regulations.*

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# Portable Signs



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## WHAT ARE PORTABLE SIGNS?

Portable signs are signs that are not permanently attached to the ground or any structure, including but not limited to “A” frame signs, sandwich board signs, sidewalk signs, whiteboards or chalkboards, signs on wheels and similar signs. This type of sign does not include banners, pennants, flags, inflatable signs, vehicle signs, or hand-held signs.



## CAN I USE A PORTABLE SIGN TO ADVERTISE MY BUSINESS? IS A PERMIT REQUIRED?

Businesses in the Historic Downtown Area, commercial zones, and industrial zones are allowed a maximum of one portable sign. Provided that the sign meets the following criteria and is not located in the public right-of-way, a permit is not required.

## WHAT ARE THE REGULATIONS ON PORTABLE SIGNS?

The portable sign should be designed with the following in mind:

- a) The maximum sign area allowed is six square feet (signs are typically two feet by three feet).
- b) The maximum height is limited to four feet and the maximum width is limited to three feet.
- c) The sign may only be allowed during hours that the business is open and must be stored away from public view when the business is not open.
- d) The sign must be located within ten feet of any customer entry-door of the business advertised. The sign cannot be placed in parking or loading spaces, driveways or drive aisles, landscaped planters, or the public-right-of-way. In certain circumstances, such as a commercial site where the building has a zero setback, portable signs may be considered in the public right-of-way by the Planning Director. Should the Planning Director approve the location, the portable sign would also require approval and issuance of an encroachment permit by the City Engineer.
- e) The sign may not impede pedestrian access, including ADA access, when located on a sidewalk or pedestrian access. It also may not impede any views or sight distance for vehicular traffic.
- f) Attachments such as balloons, pennants, flags, banners,

illumination (including flashing, blinking, and rotating lights) and similar attention-getting devices are not permitted to be added to portable signs.

- g) Portable signs must be made of durable, weather-resistant materials, have a professional looking appearance, and be continually maintained in good condition.
- h) Portable signs must be authorized by the property owner or management company in writing (or comply with the standards set forth by the property owner and the City in a master sign program).

