



City of Industry Special Event/Temporary Banner Application: Step-by-Step Guide

Welcome to the City of Industry. We look forward to helping you make your business a success – and making sure your required paperwork goes smoothly.

Step 1 → **Contact the Planning Department**

Contact the Planning Department to discuss your proposal. The Planning Department will determine if your proposed project is permitted. A copy of the zoning code can be found on the City of Industry website at: http://www.cityofindustry.org/PDF/Planning_pdfs/ZoningCode.pdf

15625 Stafford Street

City of Industry, CA 91744

Phone: (626) 333-2211

planning@cityofindustry.org

Counter Hours: Monday through Thursday, excluding holidays

8 am to 11:30 am and 1 pm to 4 pm

Step 2 → **Obtain Special Event/Temporary Banner Application**

[Visit cityofindustry.org](http://www.cityofindustry.org)

Or

Request an application by email: planning@cityofindustry.org

Or

Request an application by phone: 626-333-2211

Or

Visit us at City Hall (address above)

Step 3 → **Fill Out Special Event/Temporary Banner Application**

Please make sure you have completed all sections of the application prior to moving on to next step. Incomplete applications will not be accepted.

Step 4 → **Obtain Valley Vista Services Approval (Special Event Only)**

Take your completed application to Valley Vista Services to obtain approval. You must complete an Application for Commercial /Industrial Waste Service prior to submittal.

17445 Railroad Street

City of Industry, CA 91745

APPOINTMENT IS REQUIRED

Please contact Heather:

(626) 855-5581 or (800) 442-6454 for appointment.

Step 6 → **Submit Completed Application to City Hall**

Submit the completed application to the Planning Department for approval. Your project will be assigned to a planner and you will be contacted if any additional information is needed.

Step 7 → **Approval Issued**

Once your application has been approved, the Planning Department will issue a copy of the application with a stamp of approval.



City of Industry Special Event/Temporary Banner Application

15625 East Stafford Street • City of Industry • CA • 91744

Phone: (626) 333-2211 • Fax: (626) 961-6795

www.cityofindustry.org

Please type or print clearly

Event/Banner Location: _____ Business Name: _____
Street Zip

Contact Person: _____ Phone Number: _____ Email Address: _____

Address: _____
Street City Zip

Property Owner: _____ Phone Number: _____

Address: _____
Street City Zip

Type of Event: (Include Start and End Dates) _____

Number of Temporary Banner(s): _____ Dimensions: _____

Applicant Name: _____ Applicant Signature: _____

Date: _____

****If other than property owner, submit owner's letter of approval with this application.***

Please submit the following with this application (see attached examples):

For Temporary Banners

- Colored elevation of banner(s) calling out dimensions
- Site plan indicating location of banner(s)

For Special Events

- Site plan indicating location of event and location of tent(s) if any
- Dimensions of tent(s) if any
- Completed Application for Commercial /Industrial Waste Service

Temporary banners are permitted twice a year for a period of no greater than fifteen (15) days. A maximum of two (2) temporary banners will be permitted with a total combined sign area not to exceed eighty (80) square feet. All banners must be attached to the wall of the building. Special events are permitted twice a year for a period not to exceed seven (7) days for each event. All signage for a special event shall be considered a temporary banner. All tents must be set back a minimum of thirty (30) feet from the curblineline of all streets. **Tethered balloons or other inflatables, pennants, and streamers or flags will not be permitted at any time, or for any event.**

Office Use Only



CITY OF INDUSTRY APPLICATION FOR COMMERCIAL/INDUSTRIAL WASTE SERVICE

Applications will not be accepted without this form **signed** by Valley Vista Visa Services and attached to the application. City of Industry Municipal Code requires every business to arrange for appropriate solid waste collection service with the City approved collector. The requirement applies to any permanent or temporary businesses operating in the City of Industry.

Valley Vista Services - (800) 442-6454
17445 RAILROAD STREET
CITY OF INDUSTRY, CA 91745

BUSINESS INFORMATION (please type or print clearly)

Business Name/DBA: _____ Phone: _____

Service Address: _____
Street *Zip*

Billing Address: _____
Street *City/State* *Zip*

Requested by: _____ Title: _____

The failure to maintain solid waste collection service and the accumulation of solid waste on a premises where service has been discontinued is a violation of Industry Municipal Code Chapters 8.20 and 1.30, and may result in the commencement of various remedies available to the City, including the issuance of administrative citations, the commencement of a nuisance abatement action, and the possible revocation of any use permit or other City approvals related to the use of the property.

All delinquent charges and penalties imposed are deemed to be civil debts owed to the City by the customer and property owner, and may be collected by any available means, including the filing of a civil action.

Payment for service is the joint obligation of the customer and the property owner (if separate from the customer). In the case of non-payment by the customer, the owner of the property may be held responsible for payment and no new service may be established and no property related permit, approval or entitlement may be issued by the City until all delinquent amounts are paid.

BILLING DISPUTE PROCEDURES - Any customer who has been billed for service and desires to contest the extent, degree or reasonableness of the charges billed, must file a written statement of such protest with the collector and the City Manager's office within 30 days of the mailing of the disputed bill. The City Manager will review the accounts of customers who dispute collection charges within 30 days after receiving a written request for review. If an error is found after such review, the City or collector will promptly correct the error and, if required and at the City's sole discretion, the City or collector will either credit the customer's account or give the customer a refund.

Office Use Only

Recycling and solid waste collection services have been reviewed and/or arranged for by the above business.

Type of Request: New Pre-Existing Not Applicable

Approximate Start Date: _____

Comments: _____

Approved by: _____ Date: _____ Account No.: _____