



City of Maywood
Temporary Special Event Banner Permit

Maywood City Hall
Building & Planning Department
4319 E. Slauson Avenue
Maywood, CA 90270
(323) 562-5723

Date: _____

Permit Expires: _____

Permit Fee: _____

Applicant: _____

Phone: _____

Business Name: _____

Address: _____

Property Owner: _____

Address: _____

Phone: _____

Sign Description: Describe banner proposed by dimensions, sign wording and placement location. Attach a site plan for location of sign on subject property; also provide plans showing building and sign elevations.

Description: _____

Applicant's Signature: _____

Department Approval: _____

Banner Ordinance Summary

1. All special event signs shall require a permit from the Building and Planning Department for each special event occurrence.
2. The temporary special event sign is to advertise a special event promotion/event, not the name of the business.
3. Special Event signs shall be of professional quality, and paper sign shall be encased in a wood or metal frame.
4. Such signs shall be permitted a maximum of two times per one year period and shall not be displayed more than 180 days (3 months) in that one year period.
5. Any person dissatisfied with the decision of the Director of Building and Planning or the Planning Commission has the right to appeal the decision pursuant to Section 5140 of the Maywood Zoning Ordinance.
6. A maximum of one temporary signs is allowed per business at any given time.
7. Promotional banners are limited to a size of 20 square feet. (2 X10, 4X5)

Code Enforcement Action/Abatement

A sign, which is illegal, prohibited or a safety hazard to the public, or is obsolete/abandoned, is subject to removal by the owner and, upon failure to do so, by the City.

If the sign is not abated within a reasonable amount of time, a citation may be issued for a violation of the Maywood Municipal Code. The citation is an infraction that is a public offence punishable by a fine.

Fine Schedule

The Code Enforcement Officer shall issue warnings to all tenants and property owners who are in violation. This notice will allow ten days for the property violations to be abated. The Code Enforcement Officer shall allot ten days between citations for conformance.

Number of Violations	Fine Schedule
1	\$100
2	\$200
3	\$500

* Payment of a fine without correction the violation does not relieve you of the requirement to comply. Each and every day the violation is continued or permitted is considered a separate offence.