



## CITY OF SALINAS

DEVELOPMENT ENGINEERING, *A division of the Public Works Department*  
65 West Alisal Street | Salinas, CA 93901 | 831-758-7251 | [www.ci.salinas.ca.us](http://www.ci.salinas.ca.us)

### Encroachment Permit Temporary Signs and Banners General Terms and Conditions

All temporary signs and banners shall follow the provisions of the City of Salinas Municipal Code and shall comply with the following terms and conditions:

1. Applicant is responsible for all permits and compliance issues.
2. Installation and removal of temporary signs and banners is the responsibility of the permittee.
3. Signs and banners must be attached to poles. No holes shall be punched, drilled or burned into any poles.
4. Do not mount signs or banners on traffic control devices or signs.
5. Any sign or banner deemed to be a hazard will be removed by the City and the cost of removal will be the permittee's responsibility.
6. The permittee will be responsible for all costs to repair damages to poles caused by installation, while installed and removal of temporary signs and banners.
7. Signs and banners may be removed for any of the following reasons including, but not limited to: unsafe conditions, damage or potential damage to City property, permit expiration, installation without a permit, poor or damaged condition of sign or banner, noncompliance with City codes, permit requirements, encroachment guidelines, conditions of the permit, etc.
8. The bottom of the signs and banners shall be installed at least 10 feet above the sidewalk.
9. Signs and banners shall be made of cloth composed of vinyl, canvas or other suitable material.

Prior to permit approval, the City of Salinas must have the following documents on file:

1. Encroachment Permit Application & Application Fee (\$118/hour for review and \$90/hour for inspection) – Application must state the proposed dates of installation and removal.
2. Site Plan indicating location of poles to be used.
3. Sign specifications, including, but not limited to, materials, dimensions, clearances, connection details,
4. Hold Harmless Agreement
5. Liability Insurance & Endorsements (Naming the City of Salinas as additional insured in the amount of \$1 million).