



## **Town of Hillsborough Sign Advertising for Fundraising Events**

If an applicant wishes to place one or more signs advertising a fundraising event in Town, the following requirements shall apply:

1. The applicant shall submit the Sign Advertising for Fundraising Event Application and the event sign filing fee, where applicable, in the amount of \$175 to the City Clerk's office at 1600 Floribunda Avenue, Hillsborough, CA 94010.
2. New fundraising event signs that have not been previously approved must be submitted a minimum of 30 days prior to the date of a City Council meeting for approval.
3. Fundraising event signs that have been previously approved by the City Council in connection with a prior holding of the same fundraising event may be used for subsequent holdings of the same event without further approval or fee payment. The applicant shall indicate on the fundraising event permit application that the sign in question is the exact same sign (either the actual sign or a virtually exact replica) that was previously approved for the event by the City Council.
4. Fundraising event signs not previously approved by the City Council shall not be posted until such approval has been granted. The applicant shall provide the following information on the fundraising event permit application with respect to the proposed sign(s):
  - a. Location(s) where sign(s) to be posted;
  - b. Dimensions, colors, and materials;
  - c. Copy of the proposed sign(s);
  - d. Where applicable, written permission from the homeowner or, if the homeowner is not the occupant, from the occupant, authorizing the placement of the fundraising event sign on such person's residential property.
5. Only two banners will be allowed at any one time at the Town designated banner locations. The location options are as follows:
  - a. Walnut Avenue parking lot on Floribunda Avenue
  - b. Golf Course Drive/Black Mountain Road
  - c. Skyline Boulevard/Summit Drive
6. Banners must be 6 feet wide by 3 feet high.
7. The City Council may approve, reject, or modify the applicant's request based on the effect on public safety and welfare.
8. Approved fundraising event signs may be put up no sooner than two weeks before the event begins and shall be taken down immediately after the event ends.

For questions, please contact the City Clerk at 650-375-7412 or [lnatusch@hillsborough.net](mailto:lnatusch@hillsborough.net).

**Town of Hillsborough  
Sign Advertising for Fundraising Events  
Application**

Previously Approved

New Application

Fee Required

City Council Approval Not Required

City Council Approval Required

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Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Description of Event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preferred Location(s) (select no more than two):

- Walnut Avenue parking lot on Floribunda Avenue
- Golf Course Drive/Black Mountain Road
- Skyline Boulevard/Summit Drive

Dimensions \_\_\_\_\_ Color \_\_\_\_\_

Materials \_\_\_\_\_

Date sign to be displayed (no sooner than 2 weeks before event): \_\_\_\_\_

Date sign to be removed (will be removed the day after event if no date indicated): \_\_\_\_\_