



**City of Thousand Oaks**  
**Public Works Department**  
 2100 Thousand Oaks Boulevard  
 Thousand Oaks, CA 91362-2903  
 (805) 449-2400      FAX (805) 449-2475

**ENCROACHMENT PERMIT**  
**WEEKEND SIGNS**

**Permit # WS -** \_\_\_\_\_

**Valid Dates:** \_\_\_\_\_

**From:** \_\_\_\_\_

**To:** \_\_\_\_\_

**Please read carefully:** Permittee agrees to comply with all City regulations and standards, including the conditions on the **second page** of this form.

**Address to mail Encroachment Permit stickers (if different than Permittee address):**

Permittee: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Developer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Permittee's Signature: \_\_\_\_\_

Permittee's Name (Print) \_\_\_\_\_

**Fees:**

**Minimum Charge: \$50 (includes up to five signs per weekend)**

Tract/Project #	Street Location	Nearest Cross Street
<b>Development Name:</b>		

**Inspection Notes**

*(Office Use Only)*

**Total Fees:** \_\_\_\_\_

**Receipt #** \_\_\_\_\_

**Issued by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Distribution:** Sign Company, File & Crossing Guard

## CONDITIONS OF THIS PERMIT

**Thousand Oaks Municipal Code Section 7-2.306 governs the issuance of permits for weekend signs. No sign may be placed in the public right-of-way unless specifically authorized by an Encroachment Permit. Section 7-2.1201 states that refusal to comply with the provisions of this permit constitutes a misdemeanor. When signs are posted within the public right-of-way, they must conform to the following:**

1. Permitted weekend “new tract” directional signs must be posted on their own supporting poles or stands. The Encroachment Permit sticker must be affixed to the front of the sign.
2. Weekend “new tract” directional signs are restricted to five per development with a maximum sign area of six square feet.
3. Permittee is responsible for any damage to public property caused by the placement of signs.
4. Signs **cannot:**
  - Block or interfere with pedestrian traffic
  - Block or obstruct sight distance for motorists
  - Interfere with another business establishment
  - Be posted within road medians
  - Be posted on traffic signs or signal poles, walls, fences, trees, guard rails, or any structure within the public right-of-way
  - Be anchored to the ground or secured to any appurtenance
5. For field estimation of public right-of-way, the following guidelines may be used to approximate the boundaries:
  - a. The right-of-way is usually at the back of sidewalk
  - b. If no sidewalk exists, figure five feet from curb face
  - c. If no curb exists, figure five feet from edge of pavement

Note: Signs posted on private property (outside the public right-of-way) must have the property owner’s written permission *prior* to posting. Illegally placed signs are subject to removal by City staff.