



City of Los Altos Outdoor Display Guide

January 2023

The following needs to be submitted in order to process an outdoor display permit for the downtown triangle area only:

- Completed application form
- \$100 annual fee (updated annually within the fee schedule)
- Dimensioned diagram or photograph of display object
- Dimensioned diagram of proposed sidewalk location
- Certificate of liability insurance

PURPOSE OF GUIDELINES

Signs and other display objects, which are appropriately designed and placed, can be an asset to the downtown business district. While these types of displays may be more traditionally located on private property, the City Council has decided to allow limited use of the public sidewalk for this purpose. The intent is to allow signs and other display objects which are complementary to the appearance of the business district and are safe for pedestrians.

OUTDOOR DISPLAY PERMIT REQUIREMENTS

The Development Services Director may authorize the placement of A-frame or similar signs, flowerpots, flower carts, statues, or other similar decorative display items on either private property or the public sidewalk in the downtown triangle area in accordance with the following:

1. A sidewalk display permit shall be obtained from the City of Los Altos. Such permit shall be issued only when in the opinion of the Development Services Director that the sign or other display object would not have an adverse affect on nearby public and private properties.
2. The applicant shall hold the City, its officers, agents, employees, and volunteers harmless from all damages, costs or expenses in law or equity that may at any time arise because of damage to property or personal injury received by reason of or in the course of displaying a sign or other display object in the public right-of-way.
3. The applicant shall obtain and maintain insurance against injuries to persons or damages to property, which may arise. The City of Los Altos and its officers, agents, employees, and volunteers shall be named as "insured" in the insurance policy. Expiration or cancellation of insurance will automatically revoke the sidewalk permit.
4. Except as otherwise provided by these guidelines, the sign or other display object, including railing or other similar enclosures, shall be located only on a public sidewalk and directly in front of the applicant's business.
5. The sign or other display object must be appropriately designed, executed, and maintained so as to be complementary to the appearance and operation of the business district. Signs, including outdoor dining area railing or other similar enclosures, shall be wood or metal. Plastic signs or furniture are not permitted. Signs or furniture that are not maintained appropriately will result in the revocation of the outdoor display permit.

6. The sign or other display object shall utilize materials that are intended for outdoor use.
7. A-frame signs are subject to design review and are not permitted to simply advertise a business address, phone number, or list of products and prices.
8. A-frame signs are only permitted during listed business operating hours.
9. Noncompliance with the maintenance agreement will result in the revocation of the sidewalk display permit.
10. Guidelines for encroachments on public sidewalks:
 - a. Minimum horizontal clearance from curb: 2 feet
 - b. Minimum pedestrian pathway: 5 feet
 - c. Minimum height of object: 30 inches
 - d. Maximum height of object: 60 inches
 - e. Maximum sign area: 6 square feet